

# GUIDE TO RESUME WRITING



## The Sage Colleges- Office of Career Planning Albany Campus Guide

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<http://www.sage.edu/career>

Hours: 8:30am-5:00pm, Monday through Friday

Walk-ins: 12:00pm-4:00pm, Wednesdays



Sage Office of  
Career Planning



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Career Planning

## What should be on your resume?

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When creating or updating your resume, there are a few key pieces and sections that need to be on your resume.

Give insight into relevant skills and experiences that you possess and/or have participated in through targeted headings and bulleted action statements. Based on the National Association of Colleges and Employers (NACE) Career Readiness Competencies, the Office of Career Planning recommends that all students work to develop and gain experience in the following nine competency areas:

- |                       |                                 |                   |
|-----------------------|---------------------------------|-------------------|
| -Self Awareness       | -Communication                  | -Teamwork         |
| -Leadership           | -Global Perspective             | -Problem Solving  |
| -Interpersonal Skills | -Professionalism and Networking | -Digital Identity |

When brainstorming your experiences and skills that you will list on your resume, keep these nine competencies in mind. You will be listing your major responsibilities and accomplishments in the action statements, so you may be able to incorporate many of these competencies into these action statements. Employers want you to demonstrate that you understand what they are looking for in a candidate by connecting the dots between the job description and your experiences and skillset.

## What experiences and skills to list

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During your time here at Sage, it is important for you to explore! Here are some different types of experiences that you can include on your resume:

- |  |                          |
|--|--------------------------|
| - Jobs (work study positions count too!) | - Relevant Coursework    |
| - Internships                            | - Job shadow experiences |
| - Community service/volunteering         | - Athletics              |
| - Clubs and organizations                | - Conferences            |
| - Research                               | - Leadership programs    |

## Section Information-Details Matter!

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When listing important information on your resume, you should pay attention to what you are listing. Whatever is on your resume must be important and add to who you are as a candidate as it relates to your skills and experiences. Be sure to note that you do not have to have all of these sections and list only what you have done. For example, if you are not a college athlete, you will not need a “Collegiate Athletics” or “Athletics” section.

Here are recommended sections and how to format them and what information should be included:

**College:** When you list your college, you want to include the name of the college and the city and state in which it is located. Pay attention to the name of the college that you list- Russell Sage College, Sage College of Albany, Sage Graduate School, or The Sage Colleges. It is also acceptable for you to list two colleges (for example: Sage College of Albany, The Sage Colleges).

**Degree:** For those students that are undergraduate students, you can earn either a Bachelor of Arts, Bachelor of Science, Bachelor of Professional Studies, Bachelor of Fine Arts, Bachelor of Business Administration, or a Post-Baccalaureate Certificate.

Graduate students can get a Master of Science, Master of Business Administration, Master of Science in Education, Master of Arts, Doctor of Education, Doctor of Nursing Science, Doctor of Physical Therapy, or an Advanced Certificate.

In order to see which one yours is, you can visit the <https://www.sage.edu/academics/programs-degrees>.

## Section Information-Details Matter!

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**Major/Minor/Concentration/Pathway:** List your major after your degree (see our sample resumes for examples of each of these). Your minor can go after that, or on one of the lines below your degree and major. If you are in a pathway or accelerated program (BA/BS and MS, Occupational Therapy 3+2, Accelerated MBA, etc.), you can also list that under the degree name and college.

Ex. **Bachelor of Science in Health Sciences**, May 2019  
*Russell Sage College, The Sage Colleges*, Troy, New York  
Accelerated Pathway Program into Master of Science in Occupational Therapy

**Date of Graduation:** You must list the month and year of your graduation. If you are in the process of working towards your degree, you have the option of stating what your expected date of graduation is

Ex. May 2020 or Expected May 2020

**Grade Point Average (GPA):** You can list cumulative GPA if it is a 3.0 or above for most majors, whereas it is generally recommended for a Business, Science, or Healthcare related major only list their GPA if it is 3.5 and above.

**Honors & Awards:** Academic honors such as Dean’s List, scholarships, selection for an academic honorary or other special types of recognition can be listed in a separate category (generally with the name “Honors and Awards” or combined with the Education Section). Make sure you do not list every award or honor you have ever received; select only those that are most important and relevant to what you are applying for, or those that would be nationally recognized (ex. Girl Scouts Gold Award, National Honor Society for your major, etc.)

**Study Abroad Experience:** You should include your study abroad experience under education as it’s own experience. Following a similar format as your degree, you will list “Study Abroad Semester, University Name, City, Country, Date (Semester and Year). You have the option to list in a bullet point what you studied while at that semester abroad by listing major courses or the overall focus of your program.

**Relevant Coursework:** If you are applying for a position in which you have taken relevant courses that make you qualified for the position, this section is recommended. Do not list introduction level courses here.

**Collegiate Athletics:** If you are a member of a Sage athletic team, this is a great item to add to your resume. Think of your position on the team as being a “Member” and/or “Captain” when listing this experience on your resume.

Ex. **Member**, *Sage Women’s Soccer Team*, Albany, NY, August 2016-Present

**Campus Involvement:** Being involved on campus is a great way to get relevant leadership experience and be part of a team/group. Give insight into what you do in the club, what your position is, and any information that is relevant to the position that you are applying to.

**Skills:** The skills section can look different depending on what types of skills you have. These skills can be computer skills, language skills, etc. This section can be broken down many different ways, so please browse the sample resumes to see different formats. One example of a proper format is below.

Ex. **Skills**

*Language:* Fluent in written and oral French, beginner knowledge of American Sign Language  
*Computer:* Proficient in Microsoft Office Suite, SPSS, iMovie

## Section Information-Details Matter!

**Other:** There may be other sections that you wish to add to your resume such as “Professional Development”, “Publications”, “Leadership Experience”, etc. Please consult a member of the Career Planning Office for more information about this.

**References:** Your references should be on a different page. Please see our handout on how to format your reference list and who counts as a reference.

## Resume Example

The example below gives insight into what the key components of a resume are.

Keep your margins the same all the way around the document. The margins should be between .5 and 1 inch.

List your name and contact information at the top of your resume. Your name should be at least two font sizes bigger than the rest of the text. Your personal email (as long as it is appropriate) or Sage email can be used.

### Cara Bow-Chu

4 Tangerine Avenue · Bennington, Vermont 05201 · CaraBowChu@gmail.com · (276) 555-0201

**EDUCATION**

***Bachelor of Science in Psychology***, May 2022  
Russell Sage College, Troy, New York

The first section after the heading is education. List the full name of your degree (**Bachelor** of Science, not *Bachelors* of Science), college (Sage College of Albany, Russell Sage College, Sage Graduate Schools, or The Sage Colleges), and the month and year of your expected graduation. You may list your GPA if it is 3.0 for most fields, and 3.5 and above for the sciences or health fields.

Be sure to keep consistent formatting when listing the details of your experiences. For example, if the position title and your degree is in bold and italics, all other position titles on the resume should also be bolded and italicized.

**WORK EXPERIENCE**

***Swim Instructor***, Camp Green Mountain, Bennington, Vermont  
Summer 2017 & 2018

- Supervised and trained a staff of 5 junior swim instructors; Coordinated schedules of staff
- Led swim lessons for 40 to 50 children, aged 5 to 15 multiple times a day
- Created and implemented fun and engaging activities for children to participate in
- Engaged the children to foster a safe and fun learning environment

Quantify when possible- this shows off specific skill sets and gives insight into what you have accomplished/can do.

See the list of sample verbs to use for your bulleted statements. Use present tense verbs for positions that you currently hold, and past tense verbs for positions you are no longer in.

Keep the formatting of the dates the same. Spell out the name of the months- general format is Month Year-Month Year or Month Year-Present. You can use seasons as well to denote time frames (ex. Summer 2018).

**CAMPUS INVOLVEMENT**

***Member***, Hiking/Outdoor Club, The Sage Colleges, Albany, New York  
August 2018-Present

- Participate in hikes and outdoor adventures with the Adirondack Hiking Club in the Adirondack Park and surrounding areas around the Capital Region
- Promote the club to fellow classmates on campus

Each section on your resume can be customized based off of your experiences. For example, if you do not have much work experience, you can list your involvement in volunteering, on campus groups, athletics etc. The title of the section should reflect the content.

**SKILLS**

***Computer:*** Microsoft Word, Powerpoint, and Excel  
***Language:*** Proficient in oral German

The skills section should list hard skills and not soft skills. These sections can list hard skills in areas such as foreign languages, research tools (such as SPSS), laboratory skills, and computer skills.

Soft skills such as “team player, communication, leadership” are important skills to have, but should be woven into your position descriptions, not in the skills section.

# Writing Action Oriented Statements

In the bulleted action statements that will follow many of your experiences on your resume, it is important to emphasize the skills, responsibilities, and accomplishments. When developing a bulleted action statement, you want to make sure to answer the following questions:

## TASK / WHAT

- What did you do in the position/experience that you are supporting with a bulleted statement?
- Use an assertive action verb for each bullet point. Avoid repeating the same verb for each position/experience.
- See the list of action oriented verbs on page 6.

## ACTION / HOW

- Provide the employer with all relevant information that gives them an idea of what exactly you accomplished.
- Quantify whenever relevant.

## RESULT / WHY

- Employers want to see tasks, outcomes, results and achievements of your work at relevant positions, not just duties.

## Action statement brainstorming process:

*1) Action*

*2) Task*

*3) Result*

When brainstorming action statements to list on your resume, follow these 3 steps to create an action statement that informs employers of the information that they want to know!

	<b>ACTION (1)</b>	<b>TASK (2)</b>	<b>RESULT (3)</b>
<b>Ex 1</b>	Raise money	Fundraise	People went to national conference
<b>Ex 2</b>	Design craft activities	Engage and entertain children	Enhanced peer interactions
<b>Ex 3</b>	Create and promote	Make a flyer	Get more students to join Dance Ensemble

**Now put these statements together and fill in the gaps- remember quantify and qualify whenever relevant.**

**Ex. 1-** Raised over \$6,000 with fellow club members over the course of 5 months through fundraising and were able to send 4 members to a national conference

**Ex. 2-** Designed craft activities that engaged and educated 8 - 12 children with special needs in an effort to enhance peer interaction and develop motor skills

**Ex. 3-** Created flyers that promoted the Dance Ensemble and encouraged getting involved in the organization

**Your turn! Use the table and lines below to start brainstorming your action statements!**

<b>ACTION (1)</b>	<b>TASK (2)</b>	<b>RESULT (3)</b>

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# Action Verbs

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Choose action verbs to describe your skills, abilities and accomplishments confidently.

**ACHIEVEMENT:** Achieved, Awarded, Earned, Elected, Maintained, Mastered, Performed, Salvaged, Saved, Solved, Started, Succeeded, Utilized, Volunteered.

**ANALYSIS:** Analyzed, Appraised, Ascertained, Assessed, Calculated, Clarified, Conducted, Determined, Discovered, Evaluated, Forecasted, Identified, Integrated, Interpreted, Investigated, Pinpointed, Planned, Probed, Researched, Revised, Selected, Solved, Studied.

**COMMUNICATION:** Addressed, Argued, Authored, Clarified, Collaborated, Communicated, Composed, Consulted, Contracted, Corresponded, Counseled, Debated, Explained, Interacted, Interpreted, Moderated, Motivated, Negotiated, Persuaded, Petitioned, Presented, Promoted, Published, Recommended, Reported, Synthesized, Translated, Wrote.

**COORDINATION:** Activated, Arranged, Assembled, Controlled, Coordinated, Directed, Facilitated, Harmonized, Maintained, Orchestrated, Presided, Scheduled, Shaped, Steered, Systematized.

**CREATION:** Animated, Authored, Composed, Conceived, Conceptualized, Created, Defined, Designed, Developed, Engineered, Fashioned, Formulated, Founded, Illustrated, Initiated, Invented, Mapped, Originated, Pioneered, Reproduced, Visualized, Wrote.

**DEVELOPMENT:** Analyzed, Converted, Cultivated, Designed, Developed, Devised, Engineered, Established, Evaluated, Examined, Explored, Improved, Improvised, Installed, Planned, Refined, Researched, Updated, Upgraded.

**EFFICIENCY:** Combined, Converted, Eased, Expedited, Facilitated, Mobilized, Remodeled, Reorganized, Repaired, Reshaped, Restored, Revitalized, Simplified, Streamlined.

**GROWTH:** Accumulated, Advanced, Amplified, Augmented, Broadened, Concentrated, Condensed, Consolidated, Doubled, Enhanced, Enlarged, Expanded, Gained, Heightened, Increased, Intensified, Maximized, Reinforced, Saved, Strengthened.

**LEADERSHIP/SUPERVISION:** Administered, Appointed, Controlled, Directed, Explained, Governed, Guided, Managed, Orchestrated, Presided, Recruited, Scheduled, Stimulated, Supervised, Trained.

**MANAGEMENT:** Accomplished, Administered, Analyzed, Approved, Arranged, Conferred, Consulted, Contacted, Contributed, Coordinated, Determined, Directed, Discussed, Established, Facilitated, Formulated, Fostered, Handled, Maintained, Marketed, Organized, Planned, Prepared, Prescribed, Promoted, Recommended, Reviewed, Supervised, Trained.

**ORGANIZATION:** Arranged, Catalogued, Classified, Collated, Collected, Indexed, Itemized, Organized, Revised, Scheduled, Specified, Systematized.

**REDUCTION:** Alleviated, Curbed, Curtailed, Declined, Decreased, Diminished, Divided, Lowered, Minimized, Reduced, Simplified.

**SALES:** Distributed, Energized, Generated, Marketed, Obtained, Penetrated, Promoted, Recruited, Sold, Stimulated.

**SUPPORT:** Assisted, Augmented, Boosted, Participated, Relieved, Represented, Strengthened.

**TRAINING:** Advised, Briefed, Coached, Counseled, Educated, Enhanced, Enlightened, Groomed, Guided, Instilled, Instructed, Motivated, Oriented, Stimulated, Taught, Trained.

**\*\*\*Remember: action verbs for positions that you are currently still at will be in the present tense, and positions that you no longer hold will be in the past tense\*\*\***

# Formatting Tips

Too much white and blank space on a resume is not good... follow these tips to make the most of your resume.

## Spacing:

Pay attention to the line spacing on resumes! See below for more information and examples.

### EXPERIENCE

*Sales Attendant*, TJ Maxx, Troy, NY

January 2016-August 2016

- Engaged customers in conversation, answer questions, and market store merchandise to enhance the quality of their shopping experience

### EXPERIENCE

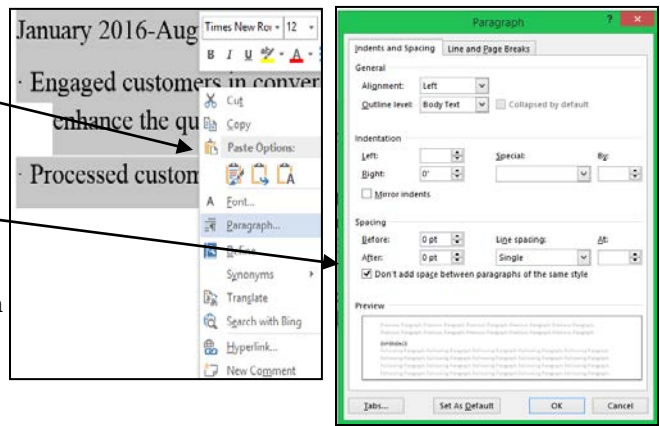
*Sales Attendant*, TJ Maxx, Troy, NY

January 2016-August 2016

- Engaged customers in conversation, answer questions, and market store merchandise to enhance the quality of their shopping experience

### How to fix this:

- Go to the "Paragraph" tab or right click on the text
- In the "Paragraph" tab, select "Single" for line spacing, and click the box that says "Don't add space between paragraphs of the same style".
- Make sure the spacing also is 0pt for "before" and "after" as seen in the example to the right.



## Symbols:

Do NOT use other symbols like the "∞" sign or the "~" on  
Use symbols like a • or a |

### Leslie Knope

2 South Main Street • Troy, NY 12180  
LeslieKnope@gmail.com • (203) 123-1234

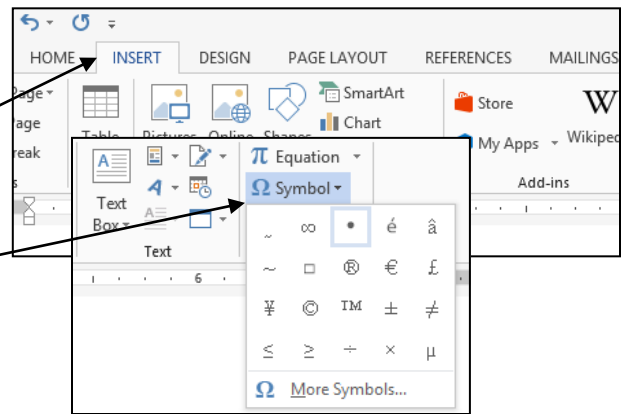
VS.

### Leslie Knope

2 South Main Street ∞ Troy, NY 12180  
LeslieKnope@gmail.com ~ (203) 123-1234

### How to fix this:

- This "•" is not a bullet point!
- Go to the "Insert" tab, click on "Symbol" and you'll have to scroll to find the "•"



## Fonts:

**Good:** Times New Roman, Cambria, Calabri, Arial, Garamond **VS Bad:** Comic Sans, Script, Berlin Sans FB, ETC.

## How to Right-Justify the Dates Easily:

Trying to get the dates to be evenly lined up all the way on the right side of your resume? Here's how to do it!

1. Select All (Command+A for Mac or Control+A for PC)
2. Go to the Format menu > Tabs...
3. Clear All (if there are any already set)
4. Type in 7" in the upper left bar, select "Right" and "None" (7" is for .75" margins, 7.5" is for .5" margins, adjust accordingly based on your setup,)
5. Then click "Set"
6. Click OK.

# Sample Resumes

The next section has sample resumes based off of common majors and programs that are found on the Troy campus of The Sage Colleges. Many of the resumes have slightly different formats and fonts, as there are many ways to format your resume. For most majors and programs, any of our sample resume formats would be acceptable. You can pick and choose which items you like and are attractive to you, but be sure to keep the formatting consistent throughout your entire document. Please see the examples below:

Please see the examples below for common mistakes:

This is a **border line**, not an inserted shape/line! Go to “Paragraph” and click on the “Border” category, and add the bottom line border line!

## Edie Tour

4 Tangerine Avenue  
Misty Mountain, VA 20106

(276) 555-0201  
[edith.tour@gmail.com](mailto:edith.tour@gmail.com)

### WRITING EXPERIENCE

*Contributing Writer*, The Quill Newspaper, Russell Sage College, Troy, NY  
August 2013-Present

- Write weekly opinion...

### ADDITIONAL EXPERIENCE

Sales Attendant, **TJ Maxx**, Troy, NY  
October 2013-Present

- Engage customers....

Keep this in the same format as the *Contributing Writer* position and the *Dishwasher* position (bold and italicized). It should look like this: ***Sales Attendant***, TJ Maxx, Troy, NY

*Dishwasher*, Cavaliers Bar & Grill, Fairfax, VA  
March 2011-August 2013

- Maintained restaurant...

## Ben Dibble

12 Backbrace Lane • Albany, NY 12210 • (111) 111-1111 • [dibblb@sage.edu](mailto:dibblb@sage.edu)

### EDUCATION

***Doctor of Physical Therapy***, May 2016  
Sage Graduate School, Troy, NY

*Bachelors in Health Sciences*, May 2013  
Boston University, Boston, Massachusetts

Both degrees should be spelled out completely and kept in the same format. The ***Doctor of Physical Therapy*** is correct, and the second degree should look like this: ***Bachelor of Science in Health Sciences***. In addition, keep the way you type the location of the institution the same... if you choose to use the state’s abbreviation, keep it that way throughout the entire resume. In this example, if you use NY for New York, use MA for Massachusetts.



# Cara Bow-Chu

48 Helper Lane  
Bennington, Vermont 05201  
CaraBowChu@gmail.com  
(276) 555-0201

## EDUCATION

***Bachelor of Science in Psychology***, May 2022  
Sage College of Albany, Troy, New York  
*Minor in Biology*

## RELEVANT COURSES

Developmental Science: Infancy, Childhood, Adolescence, Adulthood; Biopsychology

## WORK EXPERIENCE

***Waitress***, Blue Benn Diner, Bennington, Vermont  
September 2017-Present

- Assist patrons select food and beverages by presenting menu, suggest courses, and answer food preparation questions
- Transmit orders to kitchen and identify patrons' dietary needs and special requests
- Total charges and deliver the bill, as well as return change and receipt to patrons
- Maintain table setting by removing courses as completed, replenish utensils, refill water glasses, and provide overall customer service to all patrons

***Sales Associate***, TJ Maxx, Bennington, Vermont  
October 2016-August 2018

- Engaged customers in friendly conversation, answered questions, and marketed store merchandise to enhance the quality of their shopping experience
- Processed customer transactions in an accurate and timely manner; exchanged returned merchandise efficiently
- Assisted with resetting the store, displaying and arranging items as needed
- Helped customers find and choose items based off of personal style

## CAMPUS INVOLVEMENT

***Member***, Hiking/Outdoor Club, The Sage Colleges, Albany, New York  
August 2018-Present

- Participate in hikes and outdoor adventures with the Adirondack Hiking Club in the Adirondack Park and surrounding areas around the Capital Region
- Promote the club to fellow classmates on campus

## COMPUTER SKILLS

Microsoft Word, Excel, Publisher, and PowerPoint; Google Sheets, Doc and Slides

# Lee Gull

4 Litigator Avenue    Averill Park, NY 12018    (276) 555-0201    leegull@gmail.com

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## Education

**Bachelor of Science in Law and Society**, May 2019

Sage College of Albany, The Sage Colleges, Albany, NY

*Pathway: Criminal Justice*

**Associate of Arts in Liberal Arts**, May 2017

Hudson Valley Community College, Troy, NY

## Relevant Experience

**Business Column Intern**, The Times Union Newspaper, Colonie, NY

May 2018-Present

- Assist in writing weekly blog posts on the topic of legal issues and businesses in the Capital Region
- Perform various tasks for permanent staff writers, such as fact checking and performing research on specified topics
- Utilize various journalism tools, including the AP stylebook, the American Editor, fedstats.gov, and newspaper archives in researching and writing high quality stories

## Additional Experience

**Waitress**, Sake Café, Albany, NY

May 2016-Present

- Assist patrons select food and beverages by presenting menu, suggest courses, and answer food preparation questions
- Transmit orders to kitchen and identify patrons' dietary needs and special requests
- Total charges and deliver the bill, as well as return change and receipt to patrons
- Maintain table setting by removing courses as completed, replenish utensils, refill water glasses, and provide overall customer service to all patrons

**Student Assistant**, Office of Career Planning, Sage College of Albany, Albany, NY

September 2017-May 2018

- Greeted students, alumni, staff, and faculty and provided them with information about the services that the Office of Career Planning provides, as well as the other offices on the floor, including Academic Support, Disability Services, and the Higher Education Opportunity Program
- Answered phones and directed the phone calls to the proper office
- Input data and information using software such as Microsoft Excel to keep track of student and alumni appointments

**Sales Attendant**, Marshalls, Albany, NY

September 2014-March 2015

- Engaged customers in conversation, answered questions, and marketed store merchandise to enhance the quality of their shopping experience
- Processed customer transactions in an accurate and timely manner

## Campus Involvement

**Member**, Collegiate Science and Technology Entry Program, The Sage Colleges, Troy, NY

September 2017-Present

**Member**, Law, Psychology, & Criminal Justice Club, The Sage Colleges, Troy, NY

October 201-Present

# CASH MONET

7 Tamara Lane | Clifton Park, NY  
(607) 555-8072 | monetc4@sage.edu

## Education

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**Master of Business Administration**, May 2020

**Sage Graduate School**, Albany, NY

*Concentration in Business Strategy*

GPA: 3.81

**Bachelor of Arts in Economics**, June 2014

**Union College**, Schenectady, NY

*Minors in Biology and Political Science*

GPA: 3.5; Dean's List- Fall 2012, Fall 2013 & Spring 2014

## Relevant Experience

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**Processes Consultant, CMA Consulting Services**, Albany, NY

May 2017-Present

- Institute business processes and budget controls through auditing non-profit organizations, insurance agencies, and banking companies
- Create and assess engagement plan throughout the course of each consultation to effectively assess all critical testing areas, including budget analysis and personnel efficiency
- Analyze investments of mutual funds and stock performance via trend analysis and benchmarking tests
- Research and analyze companies for benchmarking purposes, using tools such as Factiva and Bloomberg
- Improve overall corporate morale and efficiency by instituting CMA's first corporate realignment project
- Recruit talent at local universities by presenting to students and faculty on CMA employment opportunities

**Chief Financial Officer & Co-Founder, Integrative Biotech**, Schenectady, NY

December 2015-May 2017

- Developed business plan outlining the creation and sustainability of a biomedical device manufacturing company
- Competed in several business plan competitions to secure seed and early stage capital
- Networked with medical professionals, attorneys, consultants, and venture capitalists to increase awareness and understanding of the mission of the company

**Assistant Director, Office of Annual Giving, Union College**, Schenectady, NY

August 2014-December 2015

- Developed and promoted a culture of lifelong giving to Union College among key constituents and alumni of the Union
- Managed class fundraising campaigns for multiple class years and oversaw stewardship of donors
- Engaged and visited alumni and volunteers in Maine, New Hampshire, Vermont and Connecticut
- Recruited, trained, and maintained young alumni volunteers to staff alumni events and engage fellow alumni to give back to the institution
- Identified capacity, interests and inclination of perspective donors; Educated and cultivated these individuals, solicited gifts, and stewarded donors and volunteers

# CASH MONET (page 2)

## Relevant Experience (Continued)

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**Tax Hire Global Human Resources Solutions Intern, Pricewaterhouse Coopers, Boston, MA**  
June 2014-August 2014

- Participated in select phases of HR advisory projects with specific focus on tax implications
- Demonstrated creative thinking, flexibility and individual initiative while participating in select projects
- Demonstrated flexibility in prioritizing and completing tasks as assigned by supervisor

**Economics Intern, BP Lubricants, Strategy and Transformation, New York, NY**  
June 2013-August 2013

- Designed strategy and transformation department website for BP Lubricants intranet
- Assisted with staff scheduling project to resolve under/over resourced individuals, projects, and departments; collaborated with team members to formulate new scheduling template pivot tables

## Campus Involvement

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**Member, Student Investment Fund, Union College, Schenectady, NY**  
September 2011-June 2014

- Managed \$400K worth of Union College's endowment, which experienced an 18% growth rate in 14 months
- Researched and analyzed stocks in the consumer sector of the New York Stock Exchange, and made purchasing and selling recommendations to other fund members

## Collegiate Athletics

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**Captain/Member, Varsity Men's Swimming Team, Union College, Schenectady, NY**  
September 2010-June 2014

- Motivated team, resolved conflicts among members, and emphasized teamwork, resulting in three winning seasons
- Selected to be a part of NCAA Liberty League All-Academic Team, 2013 & 2014
- Voted Captain for senior year by teammates and coaches

## Additional Experience

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**Various Positions, Parks and Recreation Department, Clifton Park, NY**  
Summers 2008-2010

**Lead Swim Instructor, Summer 2010**

- Supervised and trained a staff of 5 junior swim instructors; Coordinated schedules of staff
- Created and implemented fun and engaging activities for children to participate in

**Junior Swim Instructor, Summer 2008 & 2009**

- Led swim lessons for 40 to 50 children, aged 5 to 15 multiple times a day
- Engaged the children to foster a safe and fun learning environment

## Awards and Honors

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**Semifinalist, Tech Valley Business Plan Competition, Albany, NY, April 2014**

**First Prize, Union College Business Plan Competition, Schenectady, NY, January 2013**

**Member, Economics National Honor Society (OΔ Σ), April 2013**

# Jim Buddy

The Sage Colleges • Box 172 • 140 New Scotland Ave • Albany, NY 12208 • buddyj@sage.edu • 518-555-0021

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## EDUCATION

**Bachelor of Science in Physical Education**, May 2018

Sage College of Albany, Albany, NY

*Magna Cum Laude*

## CERTIFICATIONS

**Initial New York State Certification in Physical Education, K-12**, May 2018-Present

**Pediatric and Adult First Aid, CPR, AED Certification**, American Red Cross, June 2014-Present

## TEACHING EXPERIENCE

**Student Teacher, Dorothy Nolan Elementary School**, Saratoga Springs, NY, January 2018-May 2018

- Designed and created lesson plans that integrated a fitness theme across the curriculum
- Collaborated with parent volunteers to plan classroom activities
- Managed an active physical education classroom, kept students on task, and maintained class rules through positive reinforcement
- Evaluated student progress using teacher designed assessment tools

**Student Teacher, Craig Elementary School**, Niskayuna, NY, September 2017-December 2017

- Prepared and taught creative, hands-on lessons involving movement, fitness and healthy eating to 30 fourth grade students
- Designed, organized, and carried out lessons for gifted and special needs students
- Created behavior modification program to meet individual student's needs
- Integrated pupil ideas and interests into lesson plans on basketball
- Constructed district-wide curriculums geared to specific age groups and ability levels
- Developed screening instruments designed to identify student gross motor skills and special needs
- Wrote Individualized Educational Plans based on screening results
- Created and implemented inter-school competitions in volleyball, track, basketball, gymnastics, and swimming

**Substitute Teacher, Various Districts**, NY, May 2018-Present

## COACHING EXPERIENCE

**Assistant Baseball Coach, Albany High School**, Albany, NY, May 2017-Present

- Design and implement warm-up and practice techniques based on individual player abilities
- Instruct all players on proper throwing technique to minimize fatigue and soreness
- Serve as pitching coach and first base coach

## RELATED EXPERIENCE

**Fitness Coach, Troy YMCA**, Troy, NY, September 2015-Present

- Assist in developing an unique fitness plans for members ranging in ages from 15 to 75
- Provide instructions for weight lifting
- Ensure safety of all customers and scheduled proper maintenance on all gym equipment

## PROFESSIONAL AFFILIATIONS

**Member**, New York State Teacher's Association, Albany, NY, May 2016-Present

**Member**, American Association of Health, Physical Education, Recreation and Dance, May 2016-Present

## SKILLS

**Computer**: Microsoft Word, PowerPoint, Access, Excel, HTML

**Language**: Intermediate proficiency in written and oral French, fluent in written and oral Spanish

# Mike Rowe-Scope

614 Amoeba Avenue  
Evanston, IL 60201

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MRS1994@hotmail.com

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## **EDUCATION**

### **Bachelor of Science in Applied Biology**

May 2019

*Sage College of Albany, Albany, NY*

Pre-Physician Assistant Program

## **LABORATORY SKILLS**

- Proficient in Gel Electrophoresis, Cell Culture and Plate Development, and Primer Creation
- Knowledgeable in Bioinformatics (ORF finder programs, BLAST, and MFold), Protein Extraction and Transposon work

## **RESEARCH EXPERIENCE**

**Researcher, Genomics Initiative, Cornell University, Ithaca, NY**

May 2018-August 2018

- Constructed a partial genetic map for the genome of nitrogen fixing *A. vinelandii*
- Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen *A. tumefaciens*
- Developed the mutants for two malate dehydrogenase genes in *A. tumefaciens*
- Performed growth curves to determine the purpose of four mutants in *A. tumefaciens* for malate dehydrogenase

## **SUPPORTING EXPERIENCE**

**Patient Care Associate, Albany Medical Center, Albany, NY**

December 2017-Present

- Provide patient care to postoperative orthopedics patients by assisting them with daily living activities and occupational/physical therapy
- Utilize basic medical terminology and emergency medical care techniques such as Basic Life Support and Verbal De-escalation

**Teaching Assistant, Children's Museum of Science and Technology, Troy, NY**

May 2017-August 2017

- Aided children ages 6-13 in conducting basic laboratory experiments demonstrating chemical reactions, optical illusions, and human biological processes
- Facilitated education sessions on soil composition, photosynthetic processes, and air pollutants

## **CAMPUS INVOLVEMENT**

**Vice President, Biology Club, Sage College of Albany, Albany, NY**

September 2017-May 2018

- Scheduled speakers to appear on campus to speak on cutting edge topics within the biomedical and biological life science communities
- Coordinated bi-weekly discussion groups on new scientific research initiatives in the biological science community
- Organized projects through Northwoods Rehabilitation Hospital, City Life After School Club, and Bethlehem Sled Hockey team to enhance educational, recreational and social support for Biology Club affiliate organizations

## **ADDITIONAL EXPERIENCE**

**Student Assistant, Office of Career Planning, Sage College of Albany, Albany, NY**

August 2015-May 2017

## **COMPUTER SKILLS**

Proficient in Microsoft Word, Excel, PowerPoint, Access database creation, C++ and SPSS statistical software

# **POLLY TISHEN**

1233 Washington Street • Albany, NY 12206  
518-544-5559 • tishep@sage.edu

## **Education**

**Bachelor of Science in Leadership and Policy Studies**, May 2019  
Sage College of Albany, Albany, NY

## **Internship Experience**

**Field Intern**, Sally Sage for NYS Senate, May 2018- Present  
Albany, NY

- Organize and facilitate monthly town meetings that provides voters with detailed candidate information, resources and ideas for promoting the Sage campaign
- Communicate with voters in targeted regions by making nightly phone calls and providing information about upcoming promotional events
- Conduct electoral polls assessing voter preferences via the telephone and door - to - door

**Legislative Intern**, The Council for Excellence in Government, May 2017-August 2017  
Washington, DC

- Developed a congressional oversight program that examined, monitored and reviewed legislation relevant to the Council's mission
- Planned board meetings, speaker panel events, leadership fellow sessions, and government conferences for groups ranging in size from 15 to 200 participants
- Provided research and support for both emergency preparedness and corporate sponsorship programs and projects

## **Campus Involvement**

**Member**, Association of Campus Events, Sage College of Albany, August 2017-Present  
Albany, NY

- Organize events with members to improve campus social experiences
- Coordinate with faculty, staff and administrators to account for and organize necessary space and materials for events

**Member**, Sage Select Leadership Program, The Sage Colleges, August 2017- May 2018  
Troy, NY

- Attended workshops on topics such as teamwork, communication skills, networking, and ethical decision making in a leadership development program
- Participated in a team capstone service project in which each team member contributed 10 to 15 hours of community service with a local non-profit organization to fundraise money towards their annual Thanksgiving food drive

## **Other Experience**

**Babysitter**, Private Residences, Various Locations, NY, June-August 2017 & 2018

- Provided care for children ages 2 to 12 and engaged them in fun and stimulating play
- Ensured that each child was well cared for, fed, and bathed when needed

# ART CEE

905 Van Gogh Avenue  
Albany, NY 12210  
(518) 255-0001 • cee@art.sage.edu

## EDUCATION

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***Bachelor of Fine Arts in Art & Extended Media*** May 2019  
**Sage College of Albany, Albany, NY**

## WORKS

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*On display in Opalka Gallery, Albany, NY*

- “The Flower Without a Name” May 2018
- “The Rose is Only Red Once” March 2018
- “Mexican Sunlight Burns Red” October 2017

## RELEVANT EXPERIENCE

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***Development/Fundraising Intern*** August 2018-Present  
**Albany Institute of History & Art, Albany, NY**

- Assist with researching project and event ideas
- Market and fundraised for planned events to ensure effective outreach
- Coordinate efforts with staff to complete project assignments
- Maintain business files, contribution files, project files and foundation files
- Represent the Developmental Department at meetings, events, and corporate luncheons

## WORK EXPERIENCE

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***Gallery Assistant*** January 2018-Present  
**Opalka Gallery, Sage College of Albany, Albany, NY**

- Co-organize and design exhibition events
- Determine appropriate space requirements and materials needed for exhibition events
- Advertise and market for events to both the campus and general public
- Assist students with painting and drawing projects

## CAMPUS INVOLVEMENT

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***Member*** August 2017-Present

**Sage on Stage, Sage College of Albany, Albany, NY**

- Design sets for the stage for planned events inclusive of music nights and plays
- Coordinate efforts with other members to determine events that would appeal to the campus
- Advertise for events via social media sites such as Facebook and Twitter

***Student Mentor***

August 2016-August 2017

**Student Life, Sage College of Albany, Albany, NY**

- Developed events for new students to socialize and learn about the campus
- Facilitated interactions with various types of people through group activities
- Addressed concerns and fears of new students with group and individual discussions

## COMPUTER SKILLS

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Adobe PhotoShop, InDesign, Illustrator, and Acrobat; Pagecolor Pro, HP PaintScan and WaterPro Wizard, Basic HTML



# Tim Player

124 Lincoln Street  
Albany, NY 12222

518.555.0201  
playet@sage.edu

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## **EDUCATION**

**Bachelor of Science in Sports and Recreation Management**, May 2020

*Sage College of Albany, Albany, NY*

Recipient of Presidential Scholarship, Fall 2016-Present

GPA: 3.75

## **RELEVANT EXPERIENCE**

**Marketing and Digital Media Intern**, May 2018-September 2018

*Tri-City Valleycats; Minor League Baseball, Albany, NY*

- Assisted Sales Managers with creating flyers and marketing campaigns to advertise special promotions, theme nights, and events
- Created social media campaign to promote the team and saw a boost in attendance to games and events by 15 percent over the course of the summer
- Increased brand awareness of the Tri-City Valleycats in the capital region
- Reached out to more than 20 local businesses to inquire about sponsorship opportunities

**Technology Assistant**, Summers 2017 and 2018

*Information Technology Services Department, The Sage Colleges, Troy, NY*

- Answered phone calls for the Technology Help Desk and aided professors and students with questions over the phone
- Assisted lead technician with technological issues such as difficulties with e-mails, projectors, computers, and Smart Board malfunctions
- Worked one-on-one with technicians to distribute laptop computers to professors, set them up in their offices, and teach them how to use them
- Helped to hang up wireless adapters around campus to provide greater wireless capabilities to the campus

## **WORK EXPERIENCE**

**Sales Associate**, January 2016-Present

*Finish Line, Albany, NY*

- Provides customer service by assisting consumers with retrieval of shoes and appropriately sized items
- Executes accurate financial transactions involving, cash, credit, and checks
- Trains new sales associated in store procedures and philosophy of customer service
- Manages the closing of the store by ensuring tidiness and end-of day activities have been completed

## **CAMPUS INVOLVEMENT**

**Member**, January 2018-Present

*American Institute of Graphic Arts (AIGA), Sage College of Albany, Albany, NY*

## **TECHNOLOGY SKILLS**

*Platforms: Mac OS, Windows 8 & 10*

*Software: Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat, Fireworks, PageMaker, Flash); Microsoft Office Word, Publisher, Powerpoint; HTML5, Wordpress*

# WALT STREET

9 1<sup>st</sup> Street • Albany, NY 12210 • (518) 432-1012 • WaltStreet@gmail.com • www.linkedin.com/WaltStreet

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## EDUCATION

**Bachelor of Science in Business Administration**

May 2019

*Sage College of Albany, The Sage Colleges, Albany, NY*

## RELEVANT EXPERIENCE

**Intern, Lark Street Business Improvement District**

May 2018-August 2018

Albany, NY

- Collaborated with staff members in writing grants to improve monetary performance, effectiveness, and approved funding sources
- Assisted in strategic planning and implementation of sales, marketing, grant writing, sponsor partnerships, online and offline fundraising, and web marketing
- Processed and filed reports and paperwork for staff members
- Utilized social media to promote Lark Street BID events and programs

## OTHER EXPERIENCE

**Student Assistant, Academic Support Services, Sage College of Albany**

August 2016-Present

Albany, NY

- Provides customer service to all students that utilized the services of the Office of Academic Support Services
- Answers phone calls and promptly responds to emails of students
- Enters data into Excel spreadsheets to track the demographic and relevant information about students who make appointments
- Provides support to the Office Manager and perform other tasks as assigned

**Cashier, Price Chopper Supermarket**

August 2014-August 2016

Albany, NY

- Collected payments by accepting cash, check, or charge payments from customers
- Greeted customers and answered questions to provide quality customer service
- Balanced cash drawer by counting cash at beginning and end of work shift

## STUDENT ATHLETE EXPERIENCE

**Soccer Team Member, Sage College of Albany**

August 2015-Present

Albany, NY

- Devotes 20 hours a week to practices, training, and games while maintaining a full academic course-load
- Voted team captain for the 2015-2016 Season by teammates
- Named to 2015 NSCAA All-America Scholar Team, December 2015

## CERTIFICATIONS

**First Aid/CPR/AED Certification, The American Red Cross**

May 2014-Present

## COMPUTER SKILLS

Proficient in Microsoft Word, PowerPoint, Excel, and Publisher; Proficient in Adobe InDesign and Photoshop, Intermediate knowledge of Simplicity software; Google Sheets, Doc, Drive, and Slides

## LANGUAGE SKILLS

Proficient in oral and written Arabic; Beginner knowledge of American Sign Language

# Sal Monella

42 Education Drive | Schenectady, NY 12305 | salmonella@gmail.com | 518-958-1543

## Education

**Bachelor of Science in Public Health**, May 2020

Sage College of Albany, Albany, NY

Transfer credits from University at Albany, Albany, NY (40 credits)

Fall 2015 – Fall 2016

## Related Coursework

Overview of Global Health, Survey of Epidemiology, Health Policy, and Culture and Health

## Relevant Experience

**Public Health Intern**, Division of the Budget, Health Unit, New York State, Albany, NY

May 2018- August 2018

- Assisted in the development of forecasting tools that uses data from various outside sources in order to better project spending and utilization within various key public health areas, specifically in the area of Federal funding, nutrition and safe drinking water programs
- Investigated the impact of the Affordable Care Act (ACA) on various public health programs within New York State
- Developed materials to inform decision-makers of key aspects of these programs, proposed legislation and how various initiatives may impact constituents and locations in the state of New York

**WIC Nutrition Program Volunteer**, Commission on Economic Opportunity, Troy, NY

May 2017- May 2018

- Provided nutrition and health education to participants of various ages, such as how to use WIC coupons at farmers' markets
- Assisted WIC nutritionists and staff to plan activities for annual health fair

## Additional Experience

**Resident Assistant**, Department of Residential Life, Russell Sage College, Troy, NY

August 2017- Present

- Promote and market Russell Sage events and opportunities, including athletic events and area specific programming, to students within residence halls through newsletters, flyers, targeted e-mails and social networking websites to increase student engagement
- Collaborate with Resident Director & Assistant Director of Residential Life in developing creative marketing strategies that generate student interest in on campus events
- Develop and implement academic and wellness programs for a 100 person residential hall to help build a sense of community

## Other Experience

**Tennis Instructor**, Department of Parks and Recreation, Schenectady, NY

Summers 2015-2018

- Led tennis lessons for 10 children ages 5 to 15 and instructed students on appropriate form
- Served as lead instructor for the junior tennis team and coordinated matches with other programs

# Ana Tomy

235 Paddock Lane • Saratoga Springs, New York 12866 • (518) 252-9238 • AnaTomy@gmail.com

## EDUCATION

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**Bachelor of Science in Health Sciences**, May 2019

*Sage College of Albany, The Sage Colleges*, Albany, New York

*Accelerated Pathway into Doctor of Physical Therapy Program*

GPA 3.8, Dean's List- Fall 2017-Spring 2018

## RELEVANT EXPERIENCE

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**Physical Rehab Aide, Samaritan Health Services**

Albany, New York, June 2017-Present

- Assist Physical Therapists and other staff members in the evaluation and treatment of approximately 20 to 30 patients that have various injuries or conditions.
- Maintain a safe and clean environment within the facility.

**Student Assistant, FitStop Fitness Center, Sage College of Albany**

Albany, New York, September 2017-Present

- Provide tours of fitness center for students and staff and answer questions about the center.
- Assist in the organization and supervision of fitness machines.
- Maintain a clean facility and equipment.

**Biology Peer Tutor, Academic Support Office, Russell Sage College**

Troy, New York, October 2017-May 2018

- Provided peer tutoring and academic support for students enrolled in two undergraduate biology courses

## OBSERVATION/JOB SHADOW EXPERIENCE

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**Job Shadow-Observation Hours, Outpatient Physical Therapy, Albany Medical Center**

Albany, New York, June 2018

- Observed three Physical Therapists in their day to day work at the Outpatient facility.
- Assisted patients with basic exercises as instructed by the Physical Therapists.

## VOLUNTEER EXPERIENCE

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**Blood Drive Donor Ambassador, American Red Cross**

Albany, New York, June-August 2015, 2016 & 2017

- Welcomed and greeted donors, escorted as necessary and assisted with initial intake assessment, and ensured that donors had relevant and proper information for donation.
- Assisted in making reminder calls, re-scheduled donor appointments, and performed donor follow up tasks as assigned.
- Ensured that all donors were recovering well after donating blood by giving donors snacks and beverages, as well as provided general wellness checks.

## PROFESSIONAL MEMBERSHIPS

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**Member, American Physical Therapy Association**, April 2018-Present

## COMPUTER SKILLS

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Proficient in Microsoft Excel, Word, Publisher, and SPSS statistical software