

# Uni I. Versity

1234 West 116<sup>th</sup> Place • Chicago, Illinois 60643-4736 • Mobile: (5555) 444-3333  
iversity@uniiversity.com

## EDUCATION

- Summer 2004 **MIDDLEBURY COLLEGE – SPANISH LANGUAGE SCHOOL** Middlebury, VT  
*Enrolled in Immersive Spanish Language Program – Level 3*
- 2000 - Present **UNIVERSITY OF ILLINOIS** Urbana-Champaign, IL  
*Candidate for Bachelor of Arts (Dual Degree) in Urban & Regional Planning and Sociology, May 2004*
- **G.P.A 3.8/4.0.** Recipient of numerous academic awards including
    - President’s Award for Outstanding African-American Students
    - Merit Scholarship Award
    - Golden Key Award
    - Civil Achievement Award for Community Service
    - Son’s of the Revolution Award
  - Member of the Phi Kappa Phi Honor Society and the Dean’s List
  - Recipient of Research Grant from the National Science Foundation
- Summer 2003 **THAMMASAT UNIVERSITY** Bangkok, Thailand  
*Participant – Thai Special Studies Program on Thai Culture, Development, and Economy*
- Recipient of the International Programs and Studies Scholarship for Foreign Study
- Spring 2002 **UNIVERSITY OF SHEFFIELD** Sheffield, England  
*Participant – Town & Regional Planning Program and Sociology*

## EXPERIENCE

- Spring 2003 to present **MID-AMERICA EARTHQUAKE CENTER & DEPARTMENT OF CIVIL ENGINEERING** Urbana, IL  
*Research Assistant - (REU) Research Experience for Undergraduates – National Science Foundation*
- Project DS-6: Assisted in developing of a large scale quantitative model to provide stakeholders and policy makers with an efficient means of managing the design and costing of earthquake resistant transportation systems
  - Project CM-3: Assisted in developing a regional network analysis tool to allow governments and planners to accurately predict economic losses as a function of highway bridge damage due to earthquake
  - Manipulated GIS, MS Access and Excel to create fundamental national highway and rail network models to be used in university research
  - Coordinated with the Federal Highway Administration to repair errors in national highway databases
- Spring 2003 to present **UNIVERSITY OF ILLINOIS – DEPARTMENT OF URBAN & REGIONAL PLANNING** Urbana, IL  
*Assistant to Editor, Annals of Regional Science (Springer-Verlag)*
- Coordinated all communications between the editor, publishing body, authors and reviewers including the drafting of acceptance and rejection letters to authors, and the editor’s remarks to professional and academic caucuses
  - Managed electronic and paper databases of all journal submissions and developed a more user friendly inventory management filing system for all archived publications
  - Revised Editor’s speeches and manuscripts to numerous professional and academic organizations
- Spring 2003 **UNIVERSITY OF ILLINOIS – UNIVERSITY YMCA** East St. Louis, IL  
*Implementation Strategist*
- Community Development Workshop: Implementation Strategist responsible for developing a neighborhood revitalization plan for a neighborhood organization (South End New Development Organization)
- Spring 2003 **UNIVERSITY YMCA – PRIVATELY CERTIFIED HOUSING** Champaign, IL  
*Resident Advisor*
- Supervised all aspects of residential life for small private residence hall including, hall security, launching capital improvements, coordination of bi-weekly payroll, and the resolution of all residential conflicts
- Summer 2000 **U.S. CENSUS BURUEAU – CENSUS 2000** Chicago, IL  
*Census Enumerator*
- Enumerated households missed during the preliminary data collection phase of Census 2000

## RELEVANT COURSEWORK

- Honors Thesis: “The Digital Divide - Framing the Problem and Implementing Solutions for Developing Societies”
- |                                    |                                    |                                   |
|------------------------------------|------------------------------------|-----------------------------------|
| International Development Planning | Security, Bioterrorism, and Health | Cities, Regions, & Social Science |
| Calculus & Statistics              | Social Inequality & Divisions      | Natural Hazards and Mitigation    |
| Micro/Macro Economics              | Environmental Planning             | Speech Communication Principles   |
| Energy Systems                     | Land Use Planning and Law          | Finance & Housing Analysis        |

## OTHER DATA

- **Software Proficiency:** MS Office Professional, Adobe Systems, Freehand, Web design, SPSS, GIS
- Native Speaker of English, fluent in Spanish, beginner in Modern Standard Arabic
- Eagle Scout, avid swimmer/cyclist, pianist, and stained glass artisan

# Uni I. Varsity

**School Address**  
123 S. Mattis, Apt. D  
Champaign, IL 61821  
Cell (555)444-3333  
Email: [university@hotmail.com](mailto:university@hotmail.com)

**Home Address**  
9876 W. Ishnala Dr.  
Palos Heights, IL 60463  
Home (555)444-3333

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## Objective

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To obtain an internship or full time position with Hazard Real Estate Group where I can utilize skills learned as an urban and regional planning student

## Education

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May 2004	<b>University of Illinois</b> B.A. Urban & Regional Planning	Urbana-Champaign, IL
Fall 2003	<b>University of Cape Town</b> Urban Planning Electives	Cape Town, South Africa
Fall 2001-2002	<b>Moraine Valley Community College</b> General Course Studies	Palos Hills, IL

## Experience

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Fall 2003 <i>Volunteer</i>	<b>Southern African Environmental Project</b> <ul style="list-style-type: none"><li>∞ Helped with Clean-Up initiative in Philippi Township</li><li>∞ Acquired contacts within Cape Town City Council and other sources for future clean-up action</li></ul>	Cape Town, South Africa
Spring 2003 <i>GIS Intern</i>	<b>Champaign County Regional Planning Commission</b> <ul style="list-style-type: none"><li>∞ Digitized county Sidwell maps into a GIS database using ArcMap</li><li>∞ Completed digitizing the whole of Brown Township</li><li>∞ Examined for discrepancies among hard copy and scanned Sidwell maps</li></ul>	Urbana, IL
2002-2003 <i>Emergency Room Business Associate</i>	<b>Advocate Christ Hospital</b> <ul style="list-style-type: none"><li>∞ Efficiently gathered patient demographic and insurance information</li><li>∞ Displayed composure and confidentiality during tense, sensitive situations</li><li>∞ Maintained a 90% average for zero errors in patient registrations</li></ul>	Oak Lawn, IL
2001-2002 <i>Receptionist</i>	<b>Capron &amp; Avgerinos, P.C.</b> <ul style="list-style-type: none"><li>∞ Routed several phone calls to appropriate persons and greeted clients</li><li>∞ Transferred and sorted all client files into a new professional law database</li><li>∞ Opened daily mail and attended to employer's various needs regarding filing, copying and special projects</li></ul>	Chicago, IL
1998-2001 <i>Outpatient Representative</i>	<b>University of Chicago Hospitals</b> <ul style="list-style-type: none"><li>∞ Resolved patient billing issues in person and via phone</li><li>∞ Collected patient demographic, referral and insurance information prior to clinic visits</li><li>∞ Sole representative for two extremely busy outpatient clinics</li></ul>	Chicago, IL

## Honors & Memberships

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Dean's List, American Planning Association-Illinois Student Chapter, University of Illinois Student Planning Organization, Pillsbury Scholar

## Skills

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MS Word, MS PowerPoint, MS Excel, Adobe PageMaker, Adobe Photoshop, ArcGIS, SPSS

# Uni Italy Varsity

Campus: 1234 S. Wright Street, Champaign, IL 61820  
555-444-3333  
Home: 987 Illinois Road, Frankfort, IL 60423  
555-444-3333  
uiversity@uiuc.edu

## Objective

To obtain an internship to gain professional planning experience.

## Education

University of Illinois at Urbana Champaign    GPA 3.5/4.0    Year of Graduation: May 2005  
Bachelor of Arts in Urban Planning  
Related course work in economics  
Working knowledge of French language

## Work Experience

Summer 2002, 2003

Material Service Corporation, Romeoville, IL, Thornton, IL

- General office work.
- Processed shipping tickets for over 500 loads of stone/day.
- Certified in Miner safety training.
- Prepared tonnage reports for the State of Illinois on state certified stone.

November 1999-August 2001

Baskin Robbins/Dunkin Donuts, Frankfort, IL

- Assisted customers.
- Trained and supervised new employees.
- Developed customer service skills and organization.
- Developed selling skills and money management.

## Computer Experience

Windows 98, ME, XP, Microsoft, Office, Frontpage, Adobe Photoshop, Pagemaker, Macromedia Freehand

## Honors and Awards

Dean's List freshman year, University of Illinois Extension Scholarship, Illinois State Scholar

## Activities

- East St. Louis Action and Research Project 2003
  - Student Volunteer.
- Student Planning Association- 2003- present.
- Member of Pi Beta Phi 2002- present
  - Shi-Ai member on Panhellenic Council
  - Recruitment Counselor
- Illinois Women's Lacrosse Team 2001- present
- Urbana Middle School Tutor 2002
- Participant in Up 'til Dawn Philanthropy 2003

References Available Upon Request

# Uni Italy Varsity

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## OBJECTIVE

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I have a particular interest in environmental planning issues and public policy development and seek a summer internship experience that will introduce me to a professional field dealing with these issues.

## EDUCATION

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*Pursuing a Bachelor's Degree in Urban and Regional Planning  
with a Minor in the Environmental Fellows Program* *Expected May 2004*

University of Illinois at Urbana-Champaign August 2001-present  
American University, Washington, DC August 2000 – May 2001  
Lemont High School, Lemont, IL Graduated June 2000

## EXPERIENCE

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May 2002 – August 2002, January 2003

Community Development Department Intern, Village of Lemont Lemont, IL

- Accomplished a variety of research projects as directed by the Community Development Department
- Compiled a database of Village ordinances related to zoning and land use.
- Began a digital photographic inventory of commercial signage within the Village.
- Completed a village-wide sidewalk survey and an assessment of parking availability in Lemont's historic downtown business district.
- Observed the functions of professional planners and a planning department within a municipal setting.

June 2001 – August 2001, December 2001 – January 2002

Office Assistant and Fiscal Clerk, Village of Lemont Lemont, IL

- Performed basic office duties as directed by various municipal government departments including Finance, Economic Development, Community Development, and Administration.
- Conducted a telephone survey of local property owners on behalf of the Economic Development Department in assessing industrial property owner interest in connecting to the Village water supply.
- Prepared information and observed committee meetings involving a Regional Transportation Authority Transit-Oriented-Development grant proposal for Lemont's downtown historic district.

September 2001, January 2002 – May 2002

Student Volunteer, East St. Louis Action Research Project East St. Louis, IL

- Assisted in grassroots community organizing efforts; various activities included park grounds maintenance, door-to-door flyering, and street tree trimming.
- Interviewed local neighborhood activists while documenting the history of the city's oldest incorporated neighborhood organization.
- Selected with two other classmates to create a smart-growth themed poster for the annual American Planning Association conference, highlighting the work implemented in the Lansdowne neighborhood of East St. Louis; the poster was later used as promotional/informational material by the University of Illinois and the Lansdowne Steering Committee.

October 2000 – November 2000

Volunteer, Democratic National Committee Washington, DC

- Assembled materials in preparation for several DNC Women's Leadership Forum events associated with the November 2000 elections.
- Worked closely with a diverse range of individuals in both casual and formal settings.

## HONORS & MEMBERSHIPS

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Secretary, Student Planning Organization	University of Illinois	Spring 2003
Excellence in Service Award	Village of Lemont	August 2002
Presidential Scholarship Award Recipient	American University	August 2000 – May 2001

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