

Trudy Triton

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Saint Louis, Missouri 63121

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EDUCATION

Bachelor of Science in Accounting
University of Missouri – St. Louis

GPA: 3.9/4.0
May 2015

ACCOUNTING INTERNSHIPS

Express Scripts

Saint Louis, Missouri

January-August 2014

Tax Intern

- Developed flowchart for visual timeline prior to audits
- Contributed to special long term projects in anticipation of regulatory changes
- Organized files for auditors by gathering, scanning, filing, and copying required documents

AT&T

Saint Louis, Missouri

Summer 2013

Student Intern

- Assisted Accounts Payable Clerk in Corporate Finance Department
- Input over 150 invoices daily into *PeopleSoft* and imaging software
- Processed vendor and employee invoices for daily approval, payment, and distribution

Enterprise Rent-a-Car

Saint Louis, Missouri

Summer 2012

Accounting Intern

- Updated and maintained accounts receivable reporting
- Assisted with application of customer payments and maintenance of customer accounts
- Answered billing questions from customers and field offices
- Contributed to additional projects as part of inter-departmental team

CAMPUS INVOLVEMENT & LEADERSHIP

President, University of Missouri – St. Louis Accounting Club, May 2014-May 2015

- Scheduled UMSL Alumni for bi-monthly professional development presentations to Club
- Led Club in fund raising efforts for local food bank by partnering with local Missouri Society of CPA's and UMSL Athletic teams
- Organized meetings and kept group informed about all Club news

Fundraiser Chair, Beta Alpha Psi, August 2011-December 2013

- Oversaw recruitment and selection of volunteers for the Fundraising committee
- Supervised a group of 12 students in annual fundraising strategies
- Worked with communication and scholarship committees to develop new fundraising strategies
- Coordinated with Treasurer to ensure funds were allocated appropriately

Member, Student Investment Trust, August 2010-Present

Volunteer, Volunteer Income Tax Season (VITA), Jan-April 2010

Jane Doe

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St. Louis, MO 63121

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janedoe@mail.umsl.edu

EDUCATION:

University of Missouri – St. Louis (UMSL)

Expected May 2018

Bachelor of Science in Biochemistry/Biotechnology

- Minor in Chemistry and Biology
- **GPA: 3.56**

Relevant Course titles: Chemistry I & II, Organic Chemistry, Quantitative Analysis

TECHNICAL TECHNIQUES:

- Techniques: Enzymatic Assays, SDS-PAGE, Western Blotting, PCR, Karyotyping
- Bioinformatics knowledge: Databases like GenBank, NCBI, DDBJ, EMBL, PDB, ORF finder, BLAST, EXPASY, Swiss Model, Clustal W, analysis of Secondary Structure of protein using PyMOL
- Programing Skills: Unix, Basic, HTML, PHP, C/C++, Scheme, Java, Javascript, SQL

RELATED LABATORY EXPERIENCE:

UMSL Quantitative Analysis Course Lab Examples:

- Performed multiple alcohol and pH measurement testing
- Learned strong efficiency and procedure skills
- Followed all safety measures rigorously

UMSL Microbiology Course Lab Examples:

- Conducted agar media experiment, observed it solidify and evaluated how bacteria reacted to the concentrations of salt in media over a course time
- Studied the process of fermented wine and how the alcoholic content levels increased over time
- Inoculated an agar plate and performed after a time period a viable plate count of the colony forming units
- Visualized multiple gram negative and gram positive bacteria's through various staining procedures

LANGUAGE SKILLS: Bilingual: Spanish & English

ACCOMPLISHMENTS:

UMSL Dean's List: FA 2016-Present

WORK EXPERIENCE:

Target – Brentwood, MO
Sales Associate

2015 – Present

- Mentor new hires in all aspects of each position and provide feedback on overall performance

Louie Triton

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Objective

Position in software development utilizing training and hands-on experience in computer science, help desk troubleshooting, hardware support and customer service.

Computer Technologies

Operating Systems: Windows 2007, 2010, Me, 2000, and XP; Mac OS

Software: Microsoft Office Suite XP (Word Access, Excel, PowerPoint), Microsoft Front Page, McAfee VirusScan, Photoshop

Languages: C++ and C, Visual Basic, SQL, HTML, COBOL

Education

University of Missouri-St. Louis

Bachelor of Science in Computer Science, May 2013

GPA: 3.75

Work Experience

Student Support Staff | University of Missouri-St. Louis

August 2010-2013

- Provide technical support to engineering and computer lab for software, hardware and network problems
- Facilitate installation of Windows NT and SmartCam
- Assist with troubleshooting software/hardware difficulties
- Aid students and faculty in using peripheral equipment such as scanners, modems and printers
- Field questions about Microsoft Office productivity software, e-mail applications and internet browsers

Job Coach/Community Living Instructor | Life Skills Foundation | St. Louis, MO

September 2009-August 2010

- Trained clients with mild to moderate developmental disabilities on how to manage their funds, communicate effectively with supervisors and coworkers, and perform intricate tasks in the home and work environment.
- Motivated clients to participate in community and education-based activities.
- Documented daily progress of clients and helped them to create personal goals to accomplish.

Assistant Store Manager | Crown Optical | Kirkwood, MO

May 2007-September 2009

- Restructured the training program for opticians and doctor's assistants which eventually became the training procedure used throughout the entire company.
- Recruited, interviewed, and hired highly qualified employees for sales and assistants for optometrists which decreased store employee turnover by 50 percent.
- Promoted to this high-volume store and increased store sales by 30 percent.

Mary Esposito

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Career Focus—CRIMINAL JUSTICE—Youth and Teens

Position in Criminal Justice where education, initiative, and a desire to serve will be of value in administering and safeguarding criminal and judicial processes.

Qualifications Summary

- Recent college graduate with career interest in criminal justice. Familiar with the concepts of justice, due process, criminal behavior and criminal rehabilitation.
- Strong communication, interaction and relationship-building skills acquired through work experience and volunteer activities.
- Three plus years working with youth and teens providing mentoring, supportive counseling and community resources.

Education

University of Missouri-St. Louis

Bachelor of Science in Criminology & Criminal Justice; Minor in Psychology & Sociology

August 2015

Coursework Highlights:

Criminal Law, Juvenile Delinquency, Deviant Behavior, Penology, Theories of Crime

Work Experience

Children's World, Inc., St. Louis, MO

Teacher, 2013-Present

- Provide daily child care for toddlers ages 18-24 months in an active learning environment.
- Supervise children during playtime. Interact with parents delivering and picking up children.

Discovery Zone, St. Louis, MO

Kid's Coach, 2010-2013

- Coordinated and supervised age-appropriate games and activities for children's birthday parties and other special events.
- Kept events running smoothly through effective problem-solving and making proactive decisions.

Regent Manufacturing Co., Inc., St. Louis, MO

Secretary/Office Assistant, Summers 2009-2010

- Provided general office support including answering phones, filing and accepting deliveries.

Volunteer/Activities

AIDS Communicating to Teens (ACT) 2015-present

St. Louis Safe Adoption Agency, 2014-2015

Youth Tennis Instructor, YMCA Tennis Summer Camps 2010-2014

CERTIFICATION

Missouri Initial Professional Certification Elementary Education 1-6

May 2015

Early Childhood Education B-3

(expected) May 2017

EDUCATION

University of Missouri – St. Louis

May 2015

Bachelor of Science in Education, Elementary Education

GPA 3.8/4.0

CLASSROOM EXPERIENCE

ABC Elementary, St. Louis School District

Practicum II, Third Grade: 20 students, including 4 with IEP's

Spring 2015

- Designed and taught a four-week social studies unit on Missouri State Government focused on improving students' critical thinking, note-taking, research, and PowerPoint skills
- Instructed and facilitated reading groups with students at high, average, and low reading levels, improving reading comprehension by 1-2 grade levels
- Conducted a case study in mathematics concentrating on developing a conceptual understanding of fractions and a mastery of computation with fractions; resulted in the student earning a unit test score 20 points above the class average
- Implemented positive classroom management techniques resulting in compliments from other teachers for students' outstanding behavior
- Established and ran the Homework Assistance Time (HAT) Program which provided 9 struggling fourth and fifth grade students with free homework assistance, enrichment activities, and healthy snacks after school one day a week

Practicum I

Fall 2015

- Conducted a case study in reading comprehension with a fourth grade student concentrating on improving her ability to visualize and make inferences while reading; her skills improved by 20% in five lessons
- Designed and taught a two-week critical thinking-based American Indian unit to fifth grade students using artifacts and materials from the St. Louis Art Museum
- Took running records on eighteen fifth grade students
- Collaborated with four third-grade teachers to develop and co-teach language arts lessons
- Used Quiet Critters in first grade as a positive classroom management technique which resulted in students being more attentive and working studiously during independent practice

WORK EXPERIENCE

Macy's, Chesterfield, Missouri

April 2009-August 2014

Sales Associate

- Earned highest number of credit card sales in the district for 3 consecutive quarters

CAMPUS INVOLVEMENT

Multicultural Student Services, **Tutor**, August 2011-August 2013

BEA TRITON

Copywriter | Public Relations | Advertising
St. Louis, MO | 314-555-0000 | bea_triton@umsl.edu

EDUCATION

University of Missouri-St. Louis

Bachelor of Arts in English; Communication Minor, December 2025
Pierre Laclede Honors College Certificate
GPA 3.6

COURSEWORK HIGHLIGHTS

Organizational Communication; Advertising Copywriting;
Feature Writing; Public Relations Writing

WRITING & ADVERTISING EXPERIENCE

University of Missouri-St. Louis

Writer, Student Newspaper-*The Current*, August 2024 - Present

- Write regular articles and movie reviews, engaging new campus readers.
- Assist the Editor with proofing stories and generating ideas for upcoming features.
- Help develop online advertisements to most effectively connect with readers.
- Interview members of the campus community in person, via phone, and through email.
- Maintain regular contact with campus departments and student groups to generate news leads.

CUSTOMER SERVICE EXPERIENCE

Mega Superstore, St. Louis, MO

Cashier, September 2023-Present

- Assist customers with check-out process, handling any questions in a professional manner.
- Demonstrate knowledge of policies and procedures in a fast-paced environment.

COMPUTER SKILLS

Proficient in Microsoft Office, Adobe Photoshop, Macintosh, Adobe Flash

ERICA ENGINEER

314-123-0000 ▪ student@mail.umsl.edu

SUMMARY

Civil Engineering student with proven design, problem-solving and CAD skills. Ability to work independently or as part of a team. Strong leadership skills developed through Society of Future Engineers board position.

EDUCATION

University of Missouri-St. Louis & Washington University Joint Engineering Program

Bachelor of Science in Civil Engineering, Expected May 2021

GPA 3.5/4.0

Relevant Courses

- Engineering Mechanics I & II: Statics and Dynamics, Engineering Mathematics
- Thermodynamics, Structural Design, Engineering Graphics

ENGINEERING EXPERIENCE

ABC Aerospace, St. Louis, MO

Engineering Intern, January -August 2018

- Researched methods to improve efficiency, completed time and cost studies, submitted proposals to all levels of the company, completed several six sigma projects
- Corresponded with vendors to design and obtain metal chip containment systems for machines
- Reproduced complete plant layout in CAD software
- Relocated machines to provide space for new \$1 million high-speed 5-axis milling machine

University of Missouri-St. Louis

Tutor, Aug 2017-present

- Work with students in Engineering Mechanics I (Statics) and Engineering Mechanics II (Dynamics) to improve understanding and prepare for exams
- Find multiple ways to explain concepts for different learning styles, suggest study strategies based on individual student strengths and styles

Class Projects, Fall 2017

- Developed mock proposal for co-working space and presented to peers; designed floor plan, determined utility needs, priced furniture
- In team of 6 students, developed working car using only simple machines

WORK EXPERIENCE

Grocery Stop, Edwardsville, IL

Cashier and Bagger, Summers 2016-2018

LEADERSHIP AND AWARDS

Society of Future Engineers, Vice President, 2017-present

Missouri Bright Flight Scholarship Recipient

St. Louis Recycling Volunteer

T.L. TRITON

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SUMMARY

Driven business consultant with over nine years of experience in sales, marketing, merchandising, and management. Possess strong organizational and problem-solving skills.

EDUCATION

University of Missouri-St. Louis

Bachelor of Liberal Studies, Emphasis in Business Administration and Communication
May 2024 | Overall GPA 3.2

PROFESSIONAL EXPERIENCE

Circle K | Merchandising Coordinator | St. Louis, MO | November 2019 – Present

- Set up products, entering price changes on costs and retails for merchandise vendors
- Maintain and update assigned product category(s), item description and pricing, resolving store level pricing discrepancies with store managers as needed.
- Communicate new items and price changes via internal notifications
- Research and resolve accounting and EDI issues for wholesaler and other vendors; post exceptions after issues are resolved.

Academy Gymnastics and Dance | Assistant Director | St. Louis, MO | August 2013 – Present

- Recruit, interview and train approximately five new hires per year
- Create a positive learning environment for students ranging in age from 3 to 18 years as well as other dance instructors
- Coordinate advancement program skills and developmental strategies for students
- Direct all dance team rehearsals, choreographing 90 percent of competitive dance routines
- Assist with events such as recitals and team dance competitions, including those out of state

SKILLS

Marketing | Business Consulting | Recruiting | Microsoft Office | Google Suite