

CATHERINE TULLNER
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EDUCATION

Golden Gate University School of Law San Francisco, CA
Doctor of Jurisprudence Candidate, May 2007

- Honors Lawyering Program, Participant
- Foundation of the State Bar of California, Merit Scholarship Recipient for 2005 and 2006
- Public Interest Law Foundation (PILF): Board Member, Fundraising Auction Co-Chair
- National Lawyers Guild: Member

University of Virginia Charlottesville, VA
Bachelor of Arts, Biology, January 1997

LEGAL EXPERIENCE

San Francisco Superior Court San Francisco, CA
Judicial Extern August-December 2006
Worked as a law clerk to San Francisco Unified Family Court Judge Anne-Christine Massulo; prepared case summaries, researched legal issues, and prepared orders in court.

Family and Children's Law Center San Rafael, CA
Law Clerk/Client Advocate May-August 2006
Did intake and counseling sessions with clients for dissolution proceedings, child custody matters, property division, and domestic violence matters; represented clients in court for restraining order hearings; wrote and filed motions; drafted Marital Settlement Agreements and Trial Briefs.

Bay Area Legal Aid San Francisco, CA
Law Clerk, Family Law and Domestic Violence Division September 2005-May 2006
Researched and wrote motions, pleadings, memoranda, and legal briefs; completed and filed Judicial Counsel forms; conducted investigations and discovery; handled client correspondence.

W.O.M.A.N., Inc. (Women Organized to Make Abuse Nonexistent) San Francisco, CA
Crisis Services Program and Manager October 2002-September 2003
Counseled survivors of domestic abuse at a community-based domestic violence nonprofit organization. Coordinated the crisis line as program manager including scheduling, operation and 24-hour on-call support for other counselors. Managed 30+ crisis line volunteers including recruitment and training.

SKILLS AND CERTIFICATIONS

- Proficient in Legal Solutions, Essential Forms, Microsoft Office Suite, and various database software programs; advanced statute and case law research certification for Westlaw and Lexis.
- Certified by the State Bar to represent clients through the Practical Training of Law Students Program.
- Certified in the State of California as a Domestic Violence Crisis Counselor.
- Conversant in French.

This person seems to enjoy legal activities. They have a lot of experience. Formated very well. Seems to know computers at a basic level. 7

Michael J. Meyer

Relocating to New Jersey

Phone: (555) 555-5555 • Mobile: (555) 555-5555 • E-mail: email@email.com

GENERAL MOTORS CERTIFIED / ASE MASTER CERTIFIED TECHNICIAN Offering 6 Years' Cadillac Specialization Experience

Well qualified ASE Master and General Motors (GM) Certified Technician with 6 years of experience in a fast-paced, high-volume dealership – A.S. degree in GM Automotive. Extensive Cadillac drivability, electrical, and transmissions experience. Motivated, hard working, reliable, and productive; proven ability to deliver high quality work and excellent customer satisfaction. Areas of strength include:

- | | |
|---|---|
| <input type="checkbox"/> Drivability / Engine Performance | <input type="checkbox"/> Manual Drive Train & Axles |
| <input type="checkbox"/> Engine Repair | <input type="checkbox"/> Heating / Air Conditioning |
| <input type="checkbox"/> Electrical / Electronic Systems | <input type="checkbox"/> Brake Systems |
| <input type="checkbox"/> Automatic Transmission / Transaxle | <input type="checkbox"/> Suspension & Steering |

Qualification Highlights

- Produce an average 60 flat rate hours weekly performing GM automotive diagnostic analysis, repair, and maintenance; work as the only Cadillac, drivability, automatic transmission/transaxle, and diesel experienced technician on the dealership's GM team.
- Maintain an excellent customer satisfaction rate with virtually zero comebacks. Interface professionally and communicate easily with customers, service writers and co-workers; known for integrity and honesty in all customer dealings.
- Upsell 20+ hours of work each month; accurately assess problems and needs and provide adequate information and advice for customer decision-making.
- Trained and certified in all GM and Cadillac specific courses; maintain up-to-date, working knowledge of all new scan tools and GM computer systems, such as SI2000, Tech Link Online, and Tech II.
- Achieved ASE Master Technician certification, EPA Certified A/C Qualified Technician standing, and licensing as a Washington State Certified Inspector.
- Assist service manager and writers by locating required bulletins and warranty information and responding to customers' telephone inquiries on technical problems.

Work History

GENERAL MOTORS TECHNICIAN

Memorex Motors (Cadillac, Pontiac, Chevy, Geo, and Nissan dealer) – Seattle, WA, 1994 - 2000

AUTOMOTIVE CENTER ASSOCIATE

Sears Auto Center – Englishtown, NJ, 1993 – 1995

ASSISTANT AUTOMOTIVE TECHNICIAN

Robert's Complete Auto Repair – Barrington, NJ, 1993

Education

A.S., General Motors Automotive, with Dean's List Honors

Washington Technical College – Seattle, WA – 1996

Certified in all GM / Cadillac courses, GM Training Center – Dedham, MA, 1994 – Present
Awarded "Best Student" and graduated with honors from 2-year high school auto shop program

45 Kelley Hill Road, Apt. #78 • Seattle, WA 55555

This person wants to be a mechanic. It doesn't look like he has much computer skills, or he just doesn't state it. Computers aren't much of a mechanic thing and that might be why he didn't add it to the resume. 4



**Quality Computer
Graphics &
Web Site Design**

HTML / DHTML

Document Layout/
Construction

Web Design Principles

Page Set-up

Scanning/Photo
Manipulation

Image Optimization

WYSIWYG Editors

Text & Font
Management

Forms/Tables/Frames

Color Theory

Original Sketches

Auto Tracing of
Drawings

Client-Server Concepts

Cross-Browser Issues

Portfolio of samples:

[http://www.avisto/
rob/portfolio/](http://www.avisto/rob/portfolio/)

Robert Berlane

561 Thompson Street • Boston, MA 76398 • (432) 876-3215 • rob@aol.com

COMPUTER GRAPHICS / WEB DESIGNER

Highly self motivated and goal-oriented professional committed to pursuing a long-term career in computer graphics and Web design. Offer a 14-year track record demonstrating strong analytical and problem solving skills, computer proficiency, and ability to follow through with projects from inception to completion.

Qualifications Summary

- Certified in computer graphics and Web design through an intensive 350 classroom-hour program.
- In-depth experience applying graphic design principles to produce innovative and tastefully created print documents and Web sites.
- Intrinsic creative talent and lifelong interest in photography; offer a keen eye for quality design and document/Web site layout.
- Fluent in the MS Windows 95/98/NT operating environments. Proven ability to quickly learn and apply new technologies.
- Completed high-impact graphic and Web design projects including menus, newsletters, logos, postcards, CD covers, stationery, retail packaging, and a 50-page Web site.
- Advanced training and experience in the application and usage of QuarkXpress 4.0, Adobe PhotoShop 5.0, Adobe Illustrator 8.0, and Microsoft FrontPage 2000.
- Exceptionally well organized; strong work ethics and willingness to work hard to achieve employer objectives.

Education & Training

CERTIFICATE IN COMPUTER GRAPHICS/WEB DESIGN, Jan. 2000
American College of Technology, Boston, MA

BACHELOR OF SCIENCE, Cum Laude, Chemistry, May 1986
Dominican University, River Forest, IL

Employment

Medical Technologist, Boston General Hospital, Boston, MA, 1986 - Present
Collect, process, and analyze more than 2300 patient samples daily in the chemistry laboratory of this large metropolitan hospital. Interface extensively with physicians and other medical professionals. Test, troubleshoot, and perform QA protocols on sophisticated instrumentation.

This man wants a job in computers. So he does know a lot about computers because that is his field that he is interested in. his qualifications are on the left. 10

TRACEY KLINE, R.N.

4511 White Plains Drive ~ Baltimore, Maryland 21201

410-555-1212

support@resumecedge.com

REGISTERED NURSE

Direct Care ~ Management ~ Research ~ Hospital Settings ~ Outpatient

Dedicated, skilled RN with a broad range of healthcare experience and recent completion of nursing reentry program at the University School of Nursing. Academic background includes a Master of Arts in Nursing from East University. Caring professional with superior communication and management skills. Licensed in Maryland, North Carolina, and Georgia.

EDUCATION & HONORS

UNIVERSITY SCHOOL OF NURSING, Baltimore, Maryland
Center for Professional Development and University Health System,
Department of Nursing Development

State of the Art RN Refresher Course, Re-entry into Practice, 2002

- 148.8 contact hours (clinical: 72 hours; theory: 50 hours)

EAST UNIVERSITY, Baltimore, Maryland

Master of Arts in Nursing, 1980

Bachelor of Science in Nursing, 1978

- *Recipient, Grant for Masters studies in Community Mental Health Nursing, National Institute for Mental Health, 1979-1980*
- *Recipient, Ashburn Award for leadership, service, and academic achievement, School of Education, Health, Nursing, and Arts Professions, 1978*

LICENSURE & CERTIFICATION

- *State of Maryland, Active*
- *State of North Carolina, Active*
- *State of Georgia, Active*
- *American Heart Association Health Care Provider, CPR, Current*

CLINICAL EXPERIENCE

CAMP FOR ALL, Baltimore, Maryland 1992 – 1993 and 1999 – 2002

Head Nurse, Infirmary (Summers)

- Maintained wellness of 450 campers and staff.

FUN & SUN CAMP, Baltimore, Maryland 1994 – 1998

Camp Nurse (Summers)

PREMIERE HEALTH SYSTEM, Baltimore, Maryland 1988

Staff Nurse, Labor/Delivery/Postpartum

CAREWELL HOSPITAL, Durham, North Carolina 1981 – 1985

Senior Nurse

- Directed nursing activities for the 24-bed Geropsychiatric Nursing Unit, including budgeting, staffing, and rotating house coverage.

This person appears to want a job in a hospital. This person did not list any computer skills since she is hoping to work at the hospital or doctors office. 4

BETTY JOLLY

7894 - 78th Street S.W. Anywhere, Texas 98755
Residence: (780) 555-1250 • betty@internetserver.com

Teacher's Aide

Dedicated to the Safety and Education of Young Children

SUMMARY OF QUALIFICATIONS

An enthusiastic, caring educator who believes that all children can learn and thrive in a learning environment that is stimulating, comforting, and appropriate to children's abilities. Proven ability to work in chaotic situations and still maintain a sense of humor. Commended for excellence in innovation, creativity, organization, and proactive talents. Exceptional ability to establish instant rapport with students and parents, based on outstanding communication skills.

"Betty is an inspiration to the learning profession. Her enthusiasm, energy, and dedication are contagious. A wonderful student assistant and any school would benefit from her exceptional skills and attitude." Eagle School Principal

EDUCATION + TRAINING

Early Childhood Development Diploma, Mill College, Houston, TX - 2000

Abby's Children's Center, Practical Work, Houston, TX - 2001

Eagle School (Kindergarten), Houston, TX - 2000

St. John's First Aid, St. John's Ambulance, Houston, TX - 2001

RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

Child Care Experience

- Created a safe, comfortable, and fun learning environment for children from the age of 6 months to 12 years.
- Taught self-help skills (feeding, dressing, toileting, personal hygiene).
- Demonstrated patience and understanding while managing difficult children.
- Developed, designed, and implemented indoor and outdoor kindergarten activities and educational lessons.

Planning + Organizing Skills

- Arranged four day care rooms to provide a full range of age-appropriate activities, to encourage children in advancing their social development.
- Created instructional materials and procedures consistent with individual learning needs and behaviors.
- Implemented new activities from reading resource books to stimulate play, including children's police center and corn syrup painting.
- Maintained children's attention during group time by presenting material in a fun and exciting way.
- Planned and directed numerous field trips including "Crystal Lake," "Wendy's," "Leisure Center," "City Hospital," and "Evergreen Park."

Parent Contact + Teamwork

- Fostered effective, ongoing communication with parents by providing verbal reports and written notes on children's daily activities.
- Collaborated with co-workers, supervisors, and parents to maintain a "partnership" environment.
- Coordinated and documented parent- teacher interviews, and ensured retention of documentation.

EMPLOYMENT HISTORY

| | |
|----------------------|-------------|
| Customer Service | 1998 - 1999 |
| RICKY, Somewhere, TX | |
| Clerical Assistant | 1997 - 1998 |
| SEARS, Somewhere, TX | |

This person want to be a teachers aide. It doesn't seem that they have computer experience. 4