**Joe B. Mountaineer**

Professional.Email@gmail.com | (304) 123-4567 | [View Home Address Guidelines](https://careerservices.wvu.edu/files/d/327ce199-8c12-4611-8170-1135c5f03669/resume-checklist.pdf)

**EDUCATION**

**West Virginia University,** Morgantown, WV Expected: May XXXX

Bachelor of Science in Communication Studies

GPA: 3.5/4.0

**EXPERIENCE**

**International Collegiate Travelers,** Washington, DC May XXXX – Present

*Marketing and Communications Intern*

* Assisted the Executive Director in coronation of various meetings, conferences, and banquet functions
* Created and distributed marketing information, including press releases to international clientele that helped increase sales by 30%
* Aided in the development and implementation of internship and study abroad programs between both Italian and American High schools

**U.S Navy,** San Diego, CA August XXXX – May XXXX

*Linguist*

* Completed over 100,000 communication and technical reports on unusual communication activity
* Translated, filtered, and analyzed routine communications; maintained logs, records, files, and publications
* Performed duties requiring proficiency in a foreign language including use of grammar, basic vocabulary and language working aids

**LEADERSHIP**

**WVU Undergraduate Communication Association** September XXXX – Present

*Vice President*

* Develop outreach projects and events dedicated to philanthropic endeavors
* Administer monthly meetings using Robert’s Rules of Order when president is absent

**Unit Leader**  October XXXX – May XXXX

* Facilitated 35 physical readiness test evaluations resulting in 100% physical readiness for the unit during Spring 2016
* Ensured all personnel was up to date on trainings and organized leader development programs

**ACHIEVEMENTS**

Dean’s List Fall XXXX and Spring XXXX

**SKILLS**

**Computer:** Proficient in Adobe Creative Suite, HTML, Java, and full Microsoft Office Suite

**Language:** Fluent in Chinese Mandarin

**TRAININGS**

Advanced Chinese Mandarin Course June 2019

Basic Chinese Mandarin Course June 2018