

YEUNG N. HARDEE

Home: 1055 Cooldown Drive, Raleigh, North Carolina 27608 (919) 555-2324

Duke: Box 90909, Durham, North Carolina 27708 (919) 322-5555

EDUCATION

Duke University, Durham, NC. AB Degree May 200x

Majors: Public Policy Studies and Classical Studies **Minor:** Political Science. **GPA:** 3.3 on 4.0 scale

Course Work Includes: Computer Science Fundamentals, Policy Choice and Value Conflict, Policy Analysis for Public Policy Making, Journalistic Ethics, Managerial Effectiveness, Regulation of Vice and Substance Abuse, Ethics and the Internet, Internet and Politics, Marketing Management, Managerial Finance, Statistics, Microeconomics

Dean's List: Fall 200x, Spring 200x, Fall 200x

Duke in Rome, Rome, Italy. Study Abroad Summer 200x

LEADERSHIP ACTIVITIES

First Year Advisory Counselor, Durham, NC Fall 200x/Spring 200x

- Acted as liaison to assist six first-year students in their transition to life at Duke

Sigma Phi Epsilon Fraternity, Vice-President of Recruitment, Durham, NC Spring 200x-Present

- Succeeded in increasing the size of the initial Duke chapter by 35%
- Completed two one-year terms as member of Standards and Ethics Committee
- Coordinated community service project at Duke Episcopal Center

Devil Dash, Sponsorship Coordinator, Durham, NC Fall 200x, Fall 200x

- Actively sought funding from community businesses to promote this charity run
- Oversaw activities at the run; 250 runners in 200x, projected 500 runners in 200x

Hampton Dormitory, VP Communications, Durham, NC Fall 2001/Spring 200x

- Assisted with budget allocation and dorm activities

Trent Dormitory, Secretary, Durham, NC Fall 200x/Spring 200x

- Kept minutes at weekly House Council meetings
- Energetically organized and facilitated dorm events

WORK EXPERIENCE

Duke University Stores, Duke University, Durham, NC Summer 200x-present

Student Assistant

- Maintained filing system with current data, Troubleshot customer telephone inquiries, Sales floor operations

Classical Studies Department, Duke University, Durham, NC Spring 200x

Research Assistant for Professor Mary Boatwright

- Researched data for publications in Roman social and political history

Public Policy Studies, Duke University, Durham, NC Fall 200x

Student Assistant in Office of Career Services and Alumni Relations

- Provided assistance in matching undergraduates with appropriate summer internships, Maintained database of potential internships

Office of Lieutenant Governor of South Carolina, Columbia, SC Summer 200x

Student Intern

- Provided staff support to Lt. Governor Peeler, Maintained file of news clippings pertaining to Peeler, Oversaw project which recognized all high school Valedictorians and Salutatorians in SC in 200x

Office Max, Raleigh, NC Summer 200x

Sales Floor Assistant

- Worked with other employees to maintain efficient customer service team, Regularly managed the Customer Service Desk

SKILLS

- Proficient in numerous software programs including: Microsoft Office, Adobe Premier, and Macromedia Dreamweaver
- Strong interpersonal and communication skills
- Adept in research methodology