

John Fellow

(123) 456-7890 · JohnFellow@email.com

Education

Marian University (Indianapolis, IN)
Master of Arts in Teaching

May 2028

Indiana University (Bloomington, IN)
Bachelor of Science in Accounting

May, 2005

Professional Experience

Indianapolis Teaching Fellows, Teacher, Beginning June 2025

- Admitted to a highly-selective cohort of recent college graduates and career changers committed to raising student achievement in Indianapolis and Northwest Indiana
- Participating in an intensive Pre-Service Training, including five weeks of field experience
- Selected to teach **Math (5-12)** under a Transition to Teaching permit

Max Financial, Account Portfolio Manager, 2008–present

- Negotiated home retention and liquidation options with mortgagors, investors, and clients
- Led team to more than double the client base in a five year period
- Managed collection for current and delinquent mortgages
- Recognized as 2011 Employee of the Year
- Assumed leadership as chair of the civic engagement committee

First Estates Realty, Administrative Assistant, 2005–2008

- Managed all daily operations and customer services
- Managed the calendar of the President
- Assisted team in achieving performance goals through frequent progress to goal updates
- Developed and executed a social media strategy that increased traffic by 22%

Indiana University, Resident Advisor, 2003–2005

- Hosted weekly office hours to build rapport with residents
- Assisted residents during crisis situations
- Organized and led teams in order to plan and execute social events
- Enforced university policy among residents
- Secured funding of \$15,000 per year for 3 years to create an Alternative Spring Break for residents

Honors, Achievements, and Skills

- Recipient of the President's Volunteer Service Award
- Proficient in the full Microsoft Office Suite
- Proficient in HTML
- Keynote Speaker at Bishop Chatard High School's 2013 Commencement Ceremony
- Selected to join Global Shapers, a program of The World Economic Forum
- Fluent in Spanish