

John Fellow

(123) 456-7890 · JohnFellow@email.com

Education

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

May 2027

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

