

# *Curriculum Vitae Packet*



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Curriculum vitae and resumes serve similar purposes. They are marketing documents that provide key information about your skills, experiences, education, and personal qualities that show you as an ideal candidate. The differences between a resume and curriculum vitae are primarily in the focus, format, and length of the document.

A curriculum vitae (CV) is usually used for positions in higher education, research, or other educational fields. As a result, CVs provide great detail about academic and research experiences. Where resumes tend toward brevity, CVs lean toward completeness.

There is no required format for a CV. It is best to discuss with a mentor or trusted member of the professional network any special formatting your field requires. You may find it helpful to talk to your College Career Consultant or a consultant in Career Services, 213 Life Sciences East

## Typical Categories in a CV:

- Name, address, phone number, and e-mail address
- **Academic Background**, including degrees, graduate work, thesis/dissertations, titles, and honors
- **Academic/Research Interests**
- **Professional Licensure/Certifications and/or Academic/Teaching Experience**
- **Related Experience/Other Experience**
- **Technical Skills/Other Skills**
- **Professional/Academic Honors and Awards**
- **Professional Development**, including conferences and workshops attended and presented
- **Research and Scholarly Activities**, including journal articles, conference proceedings, books, chapters in books, papers presented, work currently under submission, work in progress, grants
- **Service** including academic, professional and community
- **Affiliations and Memberships**
- **Foreign Language Abilities and Skills**
- **Consulting Experience**

## Your Name

University Place  
Stillwater, OK 74075

405-555-1234  
your.name@okstate.edu

### Profile of Qualifications

- 12 years of background in professional teaching
- 15 years of experience working in the hospitality industry
- Certified Hospitality Educator (CHE)

### Education

**PhD in Hotel & Restaurant Administration: Hospitality Education and Training** Anticipated June 2015  
Oklahoma State University Stillwater, OK  
Dissertation: "Title" **GPA: 3.82**

**Master of Business Administration (MBA)** 2010  
Nova Southeastern University Ft. Lauderdale, FL

**Bachelor of Science (BSc): Hospitality Management** 2008  
Florida International University Miami, FL

**Associate of Arts (AA): Culinary Arts Technology** 2006  
Hocking Technical College Nelsonville, OH

**Diploma in Food & Beverage Management** 2004  
Western Hospitality Institute Johnson's Bay, KY

### Certifications & Training

**Professional Certificate: Events Planning & Management** 2011  
The George Washington University Washington, D.C.

**Certified Hospitality Educator (CHE) certification** 2010  
Educational Institute of America (EI) Miami, FL

### Dissertation Abstract

Type here

### Teaching Experience

**Graduate Teaching Assistant** August 2014 – Present  
Oklahoma State University School of Hotel & Restaurant Administration Stillwater, OK

- Primary instructor for four (4) laboratory sections
- Facilitated hands-on learning at individual level and in group settings
- Assisted with theory instruction
- Planned and developed course materials and exams
- Scheduled and purchased lab supplies instrumental in equipment and utensils selection for lab classes

#### Courses Taught

- Basic Food Preparation and Sanitation (practical)
- Food Production Management

## Sample of a Curriculum Vitae

### Teaching Experience (cont.)

#### Assistant Lecturer and Academic Advisor

September 2012 – August 2014  
Washington, D.C.

The George Washington University

- Instructed classes ranging from 25 - 30 students in undergraduate level courses
- Planned and developed assignments and exams
- Evaluate and develop course curriculum
- Co-taught practical related courses
- Advised students' on course selection, focus area, college and student life, academic and financial affairs
- Assisted with events planning at department and college level

#### Courses Taught:

- Professionalism & Ethics in Hospitality Management
- Meat & Seafood Management in the Hospitality Industry
- Special Events Management
- Food Service Systems Management
- A-la-carte & Dining Room Service
- Introduction to Management
- Events Management
- Tourism Planning & Policy
- Food Preparation 1, 2, 3: Theory and Practical
- Bake Theory and Practical
- Menu Planning
- Bar & Beverage Operations
- Customer Service
- Food Purchasing
- Banquet & Buffet management
- Mixology Management
- Food & Beverage Service

#### Vice President and Lecturer

August 2010 – August 2012  
Johnson's Bay, KY

Western Hospitality Institute (WHI)

- Supervised and managed the institutions operational functions
- Implemented and maintained standard operating procedures
- Instructed classes ranging 10 – 50 students in undergraduate programs at the Montego Bay, Negril and Ocho Rios campuses
- Modified instructional design to match students need
- Performed academic advising to students' at different levels
- Planned and executed new students' orientations, sales blitz and other promotional events
- Conducted monthly staff meetings

#### Courses Taught:

- Food & Beverage Service Management
- Safety & Sanitation
- Food & Beverage Cost Control
- Catering & Convention Management
- Front Office Procedures/Management
- Housekeeping Management
- Managing for Quality
- Security Management
- Dining Room set-up and Service
- Human Resources Management
- Food Purchasing
- Customer Service
- Professionalism & Ethics in Hospitality Management
- Train the Trainer
- Introduction to Management
- Small Business Management
- Events Management

### Research Experience

#### Research Assistant

August 2009 – September 2009  
Stillwater, OK

Oklahoma State University

- Transcribed and documented raw data collected from previous survey
- Researched and documented information on the history of OSU Interior Design Program
- Researched information on land grant universities outreach programs
- Collaborated with research coordinator and provided weekly feedback on research progress

## Sample of a Curriculum Vitae

### Professional Experience

- |  |  |
|--|--|
| <b>Owner and Manager</b><br>Horse Shoe Restaurant  | April 2011 – August 2012<br>Johnson's Bay, KY    |
| <ul style="list-style-type: none"><li>Owned and operated local cuisine restaurant</li><li>Lectured part-time at Western Hospitality Institute (WHI)</li><li>Supervised and managed staff of three</li><li>Performed cost control, menu planning and purchasing functions</li></ul>   |  |
| <b>Cafeteria Manager and Certified Trainer</b><br>Wyndham Rose Hall Resort Rose Hall   | March 2010 – April 2011<br>Johnson's Bay, KY     |
| <ul style="list-style-type: none"><li>Managed employee cafeteria and team of 9 employees</li><li>Served 750+ employee meals on a weekly basis</li><li>Trained new hires and conducted organization refresher courses at the general and departmental level</li><li>Conducted follow-up sessions in coaching and counseling</li><li>Attended weekly organization planning sessions and reported on department goals and plans</li><li>Recorded and compiled daily, weekly and monthly meal consumption</li><li>Planned and scheduled employees' weekly days off and vacation time</li></ul> |  |
| <b>Food &amp; Beverage Manager</b><br>Native Restaurant & Bar  | October 2009 – March 2010<br>Johnson's Bay, KY   |
| <ul style="list-style-type: none"><li>Managed kitchen and dining room operations and employees</li><li>Planned daily menu specials</li><li>Received food purchases</li></ul>   |  |
| <b>Sous Chef</b><br>Breezes Hotel  | January 2009 – October 2009<br>Johnson's Bay, KY |
| <ul style="list-style-type: none"><li>Supervised main kitchen of approximately 20 staff and oversaw entire kitchen operation</li><li>Identified food costs and receiving problems</li><li>Improved food production and presentation</li><li>Reduced, controlled, and maintained food cost</li><li>Collaborated with accountant and store clerk to monitor food costs</li></ul>   |  |
| <b>Front Desk Hostess</b><br>Walt Disney World Co.   | August 2007 – August 2008<br>Orlando, Florida    |
| <ul style="list-style-type: none"><li>Interacted with more than 1,000 guests daily</li><li>Performed check-ins and check-out procedures and handled guest complaints</li><li>Set up guest rooms and dining reservations</li><li>Disseminated information, monitored multiple phone lines, and compiled guest data for marketing department</li><li>Managed large cash bank</li></ul>   |  |
| <b>Supervisor &amp; Range Cook</b><br>Trelawny Beach Hotel   | August 2005 – May 2007<br>Falmouth, FL           |
| <ul style="list-style-type: none"><li>Supervised line-staff in food production and presentation</li><li>Achieved and maintained significant improvement in food production, time management and food presentation</li><li>Arranged and prepared special meals for specific guests</li></ul>  |  |

## Professional Experience (cont.)

### Kitchen Supervisor

July 2004 – July 2005

Willoughby's Restaurant & Grill

Johnson's Bay KY

- Handled all aspect of kitchen operations for the executive chef
- Supervised 7-person staff team
- Planned daily menu specials
- Identified problems and determined corrective actions

### Trainee to Assistant Prep Chef

November 2002 – May 2004

Hedonism II Hotel

Negril, Jamaica

- Received training in hot and cold food preparation and sanitation
- Trained in purchasing, receiving, food and beverage costing, inventory control, stock rotating and storage
- Trained in housekeeping operations
- Assisted with planning and executing special food events
- Promoted to Assistant Prep Chef

## Publications

Name, "Title" Journal. Date

Name, "Title" Journal. Date

### Poster Accepted

"Title" Conference Name, presented: Date.

"Title" Conference Name, presented: Date.

## Honors and Awards

Leadership Skills and Qualities Award

2015

Special Merit Award

2012

Jack D. Gordon Mentorship Honors Program Award

2008

Scholarship Award for Scholastic Excellence

2007

## Professional Association & Memberships

Dean's List Association of America

2013 – Present

### Graduate & Professional Student Government Association (GPSGA)

- Hotel & Restaurant Administration Department Student Representative 2014 – 2015
- Hotel & Restaurant Administrative Department Student Representative 2013 – Present
- Phoenix Award Committee 2011 – Present
- Constitution and Bylaws Committee 2009 – 2010
- Policies and Procedures Committee 2008 – 2010

### College of Human Environmental Sciences Graduate Student Association (CHS-GSA)

- Activities chair for CHS-GSA 2010 – 2011
- Board Committee Member 2010 – 2011

### Council Heads of Caribbean Hospitality Schools (CHOCHS)

- Assistant Treasurer 2008

Curriculum Vitae

## Sample of a Curriculum Vitae

## Service

### Future Academy

August – December 2014

- Initiated, planned and managed T-shirt drive

### United Way, Stillwater, OK

- Volunteered with Celebrate Stillwater 2014
- Volunteered with Stillwater walk for life 2015

### Oklahoma State University

- Moderated and judged Graduate & Professional Student Government Association Research Symposium 2015
- Volunteered at new student orientation 2015
- Mentored undergraduate student 2014 – 2015
- Judged freshman research scholars colloquium 2014
- Representing students on teacher evaluation taskforce committee 2013 – 2015

### College of Human Sciences (CHS)

- Participated in the CHS Feasibility Study for new building and renovations on existing facilities August 2014 – Present
- Reviewed and selected CHS outstanding faculty and graduate mentor 2014
- Volunteered for Mitten tree drive 2014
- Volunteered for College of Human Sciences Homecoming fundraiser 2013 – 2014

### School of Hotel & Restaurant Administration (HRAD-GSA)

- Game day fund raising activities volunteer 2009 – 2010
- Halloween activities volunteer 2008

### Western Hospitality Institute (WHI)

- Vice-chair – Curriculum & Exam Review Board 2007
- Reviewed hospitality & tourism management curriculums and exams for quality control and specification requirements adherence
  - Evaluated examination items against Blooms Taxonomy

### Montego Bay Community College (MBCC)

- Community services & outreach volunteer 2006
- Mentored New faculty member 2007 – 2008

### ICC Cricket World Cup

- Volunteered at the ICC Cricket World Cup series 2007

### Walt Disney World Co.

- Volunteered at the Walt Disney EAR community service 2007