

First Year

Address

Phone Number

NAME

Email Address

LinkedIn URL

Summary

Diligent and innovative liberal arts student determined to make a positive contribution at Company X as a part-time sales associate. Two years of experience demonstrating necessary skills through professional and volunteer positions.

Education

East Stroudsburg University of Pennsylvania

Bachelor of Arts; Communications

Expected May 2019

Related Courses

Public Speaking

Fall 2015

- Focus on developing communicative ability in a variety of settings

Experience

Somewhere Community Pool, Somewhere, PA

Life Guard

May-August 2014, 2015

- Demonstrated ability to work as a member of a team in a high-stress environment
- Built customer service skills through time spent at cash register
- Trained three junior staff members each season of employment

Volunteer Club, Somewhere, PA

Volunteer Member, Vice President

August 2013-June 2015

- Led the planning, promotion, and development of two school-wide events
- Conducted an advertising and sales campaign that resulted in the raising of \$1,000 for a local charity
- Obtained sponsorship from three local businesses to help with event funding

Skills

- Strong communication skills with a background in customer interaction
- Able to multi-task in a fast paced environment
- Honest, trustworthy, and punctual
- Quickly learns and applies new information
- Proficient ability with Microsoft Office
- Basic skill in developing flyers and conducting social media promotion