

First and Last Name

Xxxx Road City, State, Zip

xxx-xxx-xxxx email@stevenson.edu

Summary

- An eager college student with a passion for sports and competition
- Prior experience delivering impeccable customer service
- Microsoft Office Suite: Word, Outlook, Excel, PowerPoint
- Excellent verbal and written communication skills

Education

Stevenson University

Bachelor of Science, Business Communication

Dean's List: 3.7 GPA

Owings Mills, MD

May 20xx

Relevant Courses

- Principles of Management
- Principles of Marketing
- Public Speaking
- Interpersonal Communication

Experience

Metropolitan Career Center

Program Assistant Intern

Philadelphia, PA

June 20xx– August 20xx

- Tutored perspective and current students in the workforce development and associate degree programs
- Provided job search assistance by educating students on how to register on web based job boards
- Assisted students with sending resumes and cover letters to perspective employers
- Administered entrance exam to perspective students and provided administrative support to staff

Panhandle Tigers Little League Football

Assistant Head Coach

Hampton, GA

Fall 20xx/Fall 20xx

- Supervised and motivated players on game day
- Discussed plays and strategies with the coaching staff
- Monitored the players to ensure their safety

Stevenson University Athletic Department

Equipment Attendant

Owings Mills, MD

November 20xx - Present

- Tend to uniforms and equipment necessary for all division III teams
- Take inventory of equipment and ensure it is stocked in proper area

The Fresh Grocer

Cashier

Philadelphia, PA

July 20xx – November 20xx

- Received payment from customers by cash and credit cards
- Assisted customers with locating merchandise and price inquires