

# FIRST NAME LAST NAME

(xxx) xxx-xxxx | emailaddress@elon.edu | example@weebly.com | local address

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## EDUCATION

ELON UNIVERSITY, *Martha and Spencer Love School of Business*, Elon, NC May 2019  
Bachelor of Science in Business Administration, Marketing GPA: 3.5  
Minor: Spanish

LOCAL HIGHSCHOOL, Raleigh, NC June 2016  
GPA: 3.7

## WORK EXPERIENCE

**TGI Friday's** | Charlotte, NC August 2013 – July 2015  
*Waitress, Hostess*

- Trained 3 new staff members on menu items and engaging customers
- Provided efficient and courteous service to patrons
- Explained menu item ingredients and made recommendations when prompted
- Greeted and escorted guests to tables, following seating chart

**Cold Stone Creamery** | Charlotte, NC August 2012 – August 2014  
*Shift Leader*

- Managed opening and closing of the store with team members
- Tracked cash flow during each shift and tallied receipts each evening; kept balanced register each night
- Provided energetic, friendly service to customers
- Stocked service areas with merchandise and informed customers of current promotions and sales on a monthly rotating basis

## VOLUNTEER EXPERIENCE

Boys & Girls Club of Burlington September 2014- Present  
Relay for Life, *Team Leader* January 2015- Present  
ElonThon Fundraiser, *Participant* May 2015

## HONORS & ACTIVITIES

Women's Soccer, *Captain* September 2014 – December 2015 (Seasonal)  
National Honor Society, *Member* September 2013 – June 2015  
Beta Club, *Member* September 2013 – June 2015

## SKILLS

**Computers:** LEXIS-NEXIS, Microsoft Access, Excel, PowerPoint, Word

**Language Proficiency:** beginner knowledge of Spanish