

Sample Student

| 908.444.1222 | youremail@gmail.com | LinkedIn URL

Summary Of Qualifications:

Motivated and hardworking emerging professional eager to apply proven leadership, problem solving, and communication skills to add value to a growing organization.

Education:

BS in Business Administration with Marketing Minor

Seton Hall University, South Orange, NJ

- Expected Graduation Date: May, 20xx
- GPA to date: 3.56/4.00

Relevant Coursework

Principles of Marketing
Business Communication
Internet Marketing

Consumer Behavior
Public Relations
Business Policy & Strategy

Work Experience:

- Sept. '24 - Present **Front Desk Assistant, Madison YMCA** Madison, NJ
- Handle incoming calls from customers and potential customers.
 - Problem solve and provide membership information using YMCA software program.
 - Interview customers and recommend membership options available to meet their needs.
 - Received 2022 Incentive Awards for securing 25 new family memberships.
 - Provide ongoing orientation and training to new staff members.
- Sept. '23 - Sept '24 **Research Assistant, Seton Hall University**, South Orange, NJ
- Assisted child psychologist in a two-part Summer Research Enrichment Program, including observations of client behavior, data entry and preparation of research reports.
 - Performed literature searches and prepared summary report.
- May '22 - Jan'23 **Cashier, Target** East Hanover, NJ
- Provided fast, efficient, and courteous service to all patrons.
 - Operated cash register by totaling bills, receiving payments, and distributing receipts.

Leadership/Community Engagement:

- Sept. '24 - Present **Athlete, Seton Hall Soccer Team, South Orange, NJ**
- Liaise with coaching staff on an on-going basis to enhance team cohesiveness
 - Led tours of athletic facilities to prospective student-athletes and their families
- Sept. '23 - Present **Campus Writing Mentor South Orange, NJ**
- Engaged with 50 students participating in mentorship program
 - Presented study skill session as part of student orientation

Additional Skills

Computer: Adobe Creative Suite, Microsoft Office Suite, Canva, Google Analytics
Language: Spanish Fluent.