

# Sample Student

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## Summary Of Qualifications:

Motivated and hardworking emerging professional eager to apply proven leadership, problem solving, and communication skills to add value to a growing nonprofit 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. '21 - Present

### **Front Desk Assistant, Madison YMCA Madison, NJ**

- Handle incoming calls from customers and potential customers, provide information and track membership orders using CRT to input data
- Interview customers and recommend membership options available products to meet their needs; received several Incentive Awards for membership efforts
- Provide orientation and training to new staff members

Sept. '20 - Sept '21

### **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 '20 - Dec '20

### **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. '20 - 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. '19 - 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.