

SNOW WHITE - CHRONOLOGICAL

Mirror, TN 12345 • Phone Number • Professional Email
LinkedIn URL

PROFESSIONAL SUMMARY

Example 1: Determined recent graduate with 2+ years of experience in customer service. Follows a customer-first and collaborative attitude. Passionate about creating new ideas to address the needs of the company as well as the people served.

Example 2: Eager and motivated student working towards furthering education and gaining in-field experience. Seeking a position as an Administrative Assistant with a growing company to utilize current interpersonal skills and grow professional skills.

Skills

- Flexibility
- Innovative
- Teamwork
- Microsoft Office Suite
- Adaptability Bilingual: German and English
- Verbal and Written Communication
- Rapport Building

Education

Austin Peay State University

Bachelor of Business Administration

Relevant Courses:

- List the ones that stand out and only list 4-6. This is only when you are a recent graduate and/or do not have field-related experience.

Clarksville, TN

Expected Graduation May 2024

Hopkinsville Community College

Associate of Science

Hopkinsville, KY

August 2022

Professional Experience

Red Apple Inc.

Receptionist

- Coordinate all client appointments and 10 team member schedules daily through company database, Hi-Ho, with 0% error.
- Plan and supervise the installation of new office equipment, surpassing previously set efficiency records by 30%.
- STAR Achievement Statement

Mirror, TN

January 2022 – Present

Happy & Grumpy Hardware

Sales Associate

- STAR Achievement Statement
- STAR Achievement Statement
- STAR Achievement Statement

Mirror, TN

October 2019 – December 2021

Volunteer Experience

Miner's Veterinary and Border

Dog Walker/Groomer

- Assisted with walking dogs during their stay at the border and during veterinary appointments, maintained room cleanliness, and aided in pet grooming as needed.

Mirror, TN

June 2016 – August 2022

BELLE BEAST - FUNCTIONAL

Rose Petal, TN 12345 • Phone Number • Professional Email
LinkedIn URL

PROFESSIONAL SUMMARY

Example 1: Dedicated recent graduate with experience in classroom management and child development-focused programming. Eager to build upon developing skills and collaborate to meet the needs/goals of the target population and organization. Passionate in creating a positive learning environment for children of all ages and abilities.

Example 2: Driven and eager student looking to further education through in-field experience. Passionate about creating programs that enhance child development and facilitate positive learning experiences.

EDUCATION

Austin Peay State University

Bachelor of Science in General Studies

Clarksville, TN

May 2023

- Concentration: Survey of Education Relevant Courses: List ones that stand out and only list 4-6.
- This is only when you are a recent graduate and/or do not have field related experience.

SKILLS

- Rapport Building
- Creative
- Collaboration
- Microsoft Office Suite
- Adaptability Bilingual: French and English
- Public Speaking
- Problem Solving

PROFESSIONAL EXPERIENCE

Lesson Planning

- Created educational activities and presentations for ages 6-12 on developmentally appropriate children's books to increase understanding.
- STAR Achievement Statement
- STAR Achievement Statement

Communication

- STAR Achievement Statement
- STAR Achievement Statement
- STAR Achievement Statement

Function 3

- STAR Achievement Statement
- STAR Achievement Statement
- STAR Achievement Statement

VOLUNTEER EXPERIENCE

Mrs. Potts Sunday School

Assistant

Rose Petal, TN

June 2016 – Present

- Aided with classroom and activity preparation and facilitation.
- Assisted with class behavior management to increase child participation.

PRINCE CHARMING - COMBINATION

Glass Slipper, TN 12345

Phone Number • Professional Email • LinkedIn URL

PROFESSIONAL SUMMARY

Example 1: Passionate and results-driven Information Technology graduate with 2+ years of experience in the customer service field. Eager to join the Pumpkin Carriage team to assist in technology support. Determined to utilize current technology skillset while continuing education to meet the needs of the company and clientele.

Example 2: Driven and eager student looking to further education through in-field experience. Wishing to collaborate with a team and utilize information technology skills to help meet company goals.

EDUCATION

Austin Peay State University

Bachelor of Science in Computer Information Technology
Concentration: Web and Database

- GPA: 3.5

Clarksville, TN

August 2023

Certifications: A+, Security +, Microsoft Windows Administrator, Microsoft Network Administrator, Computer Tech Basic, CIT Fundamentals, Computer Technician

SKILLS

- Flexibility
- Innovative
- Teamwork
- Microsoft Office Suite
- Adaptability Bilingual: French and English
- Written and Verbal Communication
- Problem Solving

PROFESSIONAL EXPERIENCE

Customer Service

- Anticipate the needs of the customers during peak times of day by preparing restaurant supplies at the beginning of shift that led to a 90% satisfaction rate for customer experience.
- STAR Achievement Statement
- STAR Statement

Function 2

- STAR Achievement Statement
- STAR Achievement Statement
- STAR Achievement Statement

Function 3

- STAR Achievement Statement
- STAR Achievement Statement
- STAR Achievement Statement

WORK HISTORY

Strikes Midnight Restaurant
Server

Glass Slipper, TN
April 2021 – Present

- STAR Achievement Statement
- STAR Achievement Statement
- STAR Achievement Statement