

# Ima Student

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## Education

Bachelor of Science, Communication  
Arizona State University, Tempe, Arizona

December 20XX

## Work Experience

Barista, Starbucks, Denver, Colorado

August 20XX – Current

- Collaborate with 12 team members daily to ensure customers are served in a timely fashion.
- Process purchases, replenish merchandise and sale items, and maintain a safe, clean and organized environment.
- Regularly work with 100+ customers each day taking orders, answering questions and problem solving to ensure a positive customer experience.

## Community Involvement

**Volunteer**, Denver Animal Shelter, Denver, Colorado

May 20XX – Current

- Manage social media accounts by regularly posting updates on animals, sharing photos and videos and answering direct messages from community members.
- Maintain a sanitary work environment for staff, pets and visitors.
- Assist with annual fundraisers through social media marketing campaigns, postal service mail campaigns and volunteer recruitment.

**Volunteer Coordinator**, Day camp, Denver, Colorado

June 20XX – May 20XX

- Oversaw the care of 30+ children ages 5 – 11 years old daily.
- Instructed various educational classes including: first aid, CPR and basic swimming skills.
- Regularly communicated with family members to share their child's progress and achievements.

## Academic Projects

**Project Name**, Arizona State University, Tempe, Arizona

January 20XX – May 20XX

- Only include 1-2 projects on your resume that are directly related to the job you are applying for.
- Use 3-4 bullet points to describe the project, your role and the skills you gained.
- Coordinated communication efforts amongst group of 10 peers to ensure data collection was successful.
- Designed and implemented social media marketing campaign using brand storytelling to increase sales.

## Skills

- Audiovisual media and graphics development
- Google Suite
- Microsoft Office Suite
- SQL
- Tableau