**Rowdy Roadrunner**

One UTSA Circle, San Antonio, TX 78249 ● (210) 458-4589 ● rowdy.roadrunner@my.utsa.edu

**OBJECTIVE**

Seeking a part-time position at UTSA’s University Campus Recreation Center

**SUMMARY OF QUALIFICATIONS**

Bilingual: Spanish and English

Effective verbal and written communication skills

Productive as member of a team or individually

Computer skills: Microsoft Word, Excel, PowerPoint, Familiar with Adobe Photoshop

**EDUCATION**

Pursuing a Bachelor’s Degree (Undecided) Expected Graduation Date: Month Year

The University of Texas at San Antonio

**HONORS**

Academic Honor Roll, multiple semesters

Lion’s Club Honorary College Scholarship recipient, Year

**WORK EXPERIENCE**

**Customer Service Representative** Month Year – Present

*Omni La Mansion Front Desk, San Antonio, Texas*

Demonstrated excellent customer services skills by assisting customers via telephone and in person

Responsible for managing cash and credit card transactions

Supervised and trained 4-6 new employees in various duties

Ability to build relationships with customers from diverse cultural background

**Car Hop** Month Year – Month Year

*Sonic, Houston, Texas*

Provided customers with correct change and positive experience while waiting for food

Called upon to provide conflict resolution if customers presented a problem

Consistently complimented by Manager regarding effectiveness with more difficult patrons

**ACTIVITIES**

Student Organization, Title Month Year – Month Year

Volunteer, ABC Homeless Shelter, San Antonio, Texas Month Year – Present

Volunteer, DEF Animal Shelter, Austin, Texas Month Year – Month Year