

Joanna Gaines

501 Magnolia Lane, Waco, Texas | 555-555-555 | joanna.gaines@ndsu.edu

Education

North Dakota State University (NDSU)

Fargo, ND

BS Interior Design, Minor in Hospitality and Tourism Management

Anticipated Graduation May 20XX

GPA: 3.8/4.0

Work Experience

Menards

Fargo, ND

Sales/Guest Services

September 20XX- Present

- Utilize verbal communication skills while displaying a friendly demeanor when helping customers find appropriate products and materials for their homes
- Retain knowledge about inventory to aid customers in multiple departments throughout the store such as building materials, cabinets and appliances, wallcoverings, millwork, and plumbing
- Effectively implement attention to detail when inputting orders while coordinating delivery schedules with staff and customers

Jamba Juice

Waco, Texas

Team Member

June 20XX- August 20XX

- Efficiently collaborated with other team members on each shift to stock products, clean, and maintain a positive work environment
- Ensured customers received their food and drink as fast as possible by knowing where each ingredient was, prioritizing orders, and staying on task
- Kept the store organized by adhering to company policies and cleaning protocols by making sure all ingredients were stocked and spills wiped up, ensuring a clean and professional environment

Involvement

Hospitality Student Association (NDSU)

Fargo, ND

Member

September 20XX- Present

- Collaborate with 15-20 committee members to create a warm and welcoming ambiance for the annual Food & Wine Show

American Society of Interior Designers (NDSU)

Fargo, ND

Sophomore Class Representative

September 20XX- Present

- Connect with community stakeholders to facilitate presentations on industry trends and standards

Bethany Retirement Living

Fargo, ND

Activities Volunteer

October 20XX- Present

- Assist residents once a week with different activities including bingo, puzzles, and card games

Technical Skills

- Proficient in SketchUp
- Proficient in CADD
- Proficient in hand drafting