

STUDENT NAME

Location, TX Zip Code | XXX-XXX-XXXX | student@twu.edu

SUMMARY OF QUALIFICATIONS

Self-motivated, possessing strong interpersonal communication skills gained during customer service positions. Prioritization and time management skills proven by successful completion of course workload, part-time employment, and involvement in X. Passionate about health education, specifically in prevention of diabetes for underserved communities.

EDUCATION

Texas Woman's University

Bachelor of Science in Health Studies

Denton, TX

May 20XX

PROFESSIONAL EXPERIENCE

Front Desk Staff, TWU Fitness and Recreation Center – Denton, TX Jan 20XX – Present

- Facilitate X membership renewals and promotion of the company with effective customer service.
- Provide support and information, able to resolve customer concerns successfully regarding workout class availability, lost and found items, and general questions about the facility.
- Maintain cleanliness of equipment areas to promote safety and maintain the brand of the organization in a building that sees X daily visitors.

Sales Associate, Clothing Store – Denton, TX Feb 20XX – June 20XX

- Facilitated sales by guiding customers to appropriate products and provided recommendations relevant to their interests and needs.
- Assisted customers, resolving concerns regarding returns, sales, and product satisfaction.
- Coordinated with team during peak hours to maintain organization of store and assist customers to capitalize on foot traffic and increase sales.
- Managed cash register operations accurately and responsibly.

LEADERSHIP EXPERIENCE

Vice President, X Organization – Denton, TX Jan 20XX – May 20XX

- Coordinated with a team to plan and carry out the breast cancer fundraiser for X of people, raising \$X.
- Managed weekly operations, maintained leader team calendar, analyzed schedules for optimal meeting attendance, and communicated with members regarding duties and upcoming events.

Member, Y Organization – Denton, TX Jan 20XX – May 20XX

- Collaborated with students and faculty to promote Y organization throughout campus.
- Actively participated in professional development such as networking events and conferences.

VOLUNTEER EXPERIENCE

Denton Emergency Food Shelf - Denton, TX Dec 20XX – March 20XX

- Ensured shelves were stocked according to need and filled orders for X people while maintaining a safe and positive environment for patrons.
- Enlisted the help of neighboring nonprofit organizations to provide supplemental assistance through networking and outreach strategies, such as X.