

# FirstName LastName

email ♦ phone number ♦ City, State

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## WORK EXPERIENCE

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### Store

*Apparel Team Lead*

**Jun. 2022 – Present**

*City, State*

- Facilitates communication in the apparel department
- Increased sales in department within one week by reorganizing merchandise to better align with customer foot traffic and shopping patterns
- Trains new hires and serves as a first point of contact for part-time associates with questions or concerns
- Ensures confidentiality with sensitive information within the store as an extension of the leadership team

### Campus Radio Station

*Assistant News Director*

**Mar. 2022 – Dec. 2022**

*City, State*

- Researched, wrote and edited scripts to produce radio broadcast content each week for individual broadcasts, and other broadcasts as necessary
- Streamlined team communication by implementing new processes
- Coordinated communication with other campus organizations to help promote events

### NFL Team

*Gameday Fan Services Team Member*

**Jul. 2022 – Nov. 2022**

*City, State*

- Encouraged a positive game day experience for fans by interacting with them and retaining detailed knowledge of (stadium), features and emergency procedures
- Maintained confidentiality regarding information that may be deemed sensitive

### Restaurant

*Server*

**Jul. 2021 – Jul. 2022**

*City, State*

- Collaborated with other team members to provide maximum satisfaction to all guests
- Led fundraising among the team by raising over \$200 for (foundation) during the one-month promotional period by advocating guests to donate

### Startup Company

*Communications Intern*

**Jun. 2021 – Aug. 2021**

*Remote*

- Developed Twitter and Facebook pages, and wrote fundraising material sent to other businesses

## EDUCATION

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### University

*B.A., Communication*

**Dec., 2022**

*City, State*

- Cum laude, 3.5/4.0 GPA
- Senior project – social media, content creation and communications work for (non-profit organization)
- Music DJ for (campus radio station); (sorority) alum

## SKILLS & INTERESTS

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- **Skills:** Writing; Canva; editing; researching; time management; problem solving; collaboration; organization; Google Workspace; strategic thinking; Microsoft Office; Adobe Creative Suite; Mailchimp; Hootsuite
- **Interests:** Trivia; social justice; sports; education; cats; pens; mental health awareness; energy drinks; law; The Sims; Stardew Valley