

# FirstName LastName

email ♦ phone number ♦ City, State

## WORK EXPERIENCE

<b>Store</b> <i>Apparel Team Lead</i> <ul style="list-style-type: none"><li>Facilitates communication in the apparel department</li><li>Increased sales in department within one week by reorganizing merchandise to better align with customer foot traffic and shopping patterns</li><li>Trains new hires and serves as a first point of contact for part-time associates with questions or concerns</li><li>Ensures confidentiality with sensitive information within the store as an extension of the leadership team</li></ul>	<b>Jun. 2022 – Present</b> <i>City, State</i>
<b>Campus Radio Station</b> <i>Assistant News Director</i> <ul style="list-style-type: none"><li>Researched, wrote and edited scripts to produce radio broadcast content each week for individual broadcasts, and other broadcasts as necessary</li><li>Streamlined team communication by implementing new processes</li><li>Coordinated communication with other campus organizations to help promote events</li></ul>	<b>Mar. 2022 – Dec. 2022</b> <i>City, State</i>
<b>NFL Team</b> <i>Gameday Fan Services Team Member</i> <ul style="list-style-type: none"><li>Encouraged a positive game day experience for fans by interacting with them and retaining detailed knowledge of (stadium), features and emergency procedures</li><li>Maintained confidentiality regarding information that may be deemed sensitive</li></ul>	<b>Jul. 2022 – Nov. 2022</b> <i>City, State</i>
<b>Restaurant</b> <i>Server</i> <ul style="list-style-type: none"><li>Collaborated with other team members to provide maximum satisfaction to all guests</li><li>Led fundraising among the team by raising over \$200 for (foundation) during the one-month promotional period by advocating guests to donate</li></ul>	<b>Jul. 2021 – Jul. 2022</b> <i>City, State</i>
<b>Startup Company</b> <i>Communications Intern</i> <ul style="list-style-type: none"><li>Developed Twitter and Facebook pages, and wrote fundraising material sent to other businesses</li></ul>	<b>Jun. 2021 – Aug. 2021</b> <i>Remote</i>

## EDUCATION

<b>University</b> <i>B.A., Communication</i> <ul style="list-style-type: none"><li>Cum laude, 3.5/4.0 GPA</li><li>Senior project – social media, content creation and communications work for (non-profit organization)</li><li>Music DJ for (campus radio station); (sorority) alum</li></ul>	<b>Dec., 2022</b> <i>City, State</i>
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## SKILLS & INTERESTS

- 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