

**Resume:** First Year

**Font:** Arial

# ALLIE GATOR

annecarlson@gmail.com | 727-555-0121 | linkedin.com/in/anne.carlson

## EDUCATION

### **Bachelor of Science: Exploratory**

University of Florida | Gainesville, FL

June 2023

Gainesville High School, Gainesville, FL

June 2019

## LEADERSHIP EXPERIENCE

### **Assistant Social Chair**

Student Government, Los Angeles, CA

September 2020 – Present

- Coordinate team-building activities for residential community of 50 students
- Collaborate with 4-member leadership team and participate in bi-weekly meetings
- Brainstorm creative ideas and plan weekly social events to facilitate relationship building amongst residents
- Develop promotional campaigns resulting in 25% increase in fall quarter program attendance

### **Assignment Editor**

Thomas Jefferson High School Warrior Press, Oakland, CA

September 2018 – June 2019

- Oversaw staff of six for award-winning student newspaper
- Researched news stories and organized weekly meetings to discuss potential article topics for upcoming edition
- Collaborated with advisor, section editors and writers to identify and prioritize stories for publication
- Assigned topics and reviewed content and submissions
- Worked closely with photographer and assisted with selection of images for each article

## CUSTOMER SERVICE EXPERIENCE

### **Host**

Steve Fisher's Steak and Eggs, Berkeley, CA

June 2019 – Present

- Provided quality customer service in a fast paced, high volume establishment
- Assisted staff with serving food and beverages to 100+ customers daily
- Resolved customer complaints and polished multi-tasking capabilities
- Processed cash and credit card payments, and informed customers about daily specials and new menu items

### **Volunteer**

Rosemary Meadows Senior Center, Richmond, CA

January 2019 – June 2019

- Led 25 residents in weekly creative art projects
- Kept detailed records of attendance for Gold Star Program
- Collaborated with staff on preparing and serving meals and provided assistance with clean-up

## INVOLVEMENT

University of Florida: Undergraduate Business Society

September 2019 – Present

## SKILLS

Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver

Languages: Spanish (Fluent)

**\*High School is acceptable on a resume during your freshman and sophomore years; once you're a junior, it can be omitted\***