

Business Accounting

John Doe

1234 Random St. Cool City, CA 56789

professionalemail@ucsd.edu

EDUCATION

University of California, San Diego

Expected Graduation: June 2026

Bachelor of Arts in International Studies - International Business

WORK EXPERIENCE

Some Pizza Place - Cool City, CA

July 2023 - October 2024

Front of House

- Provided excellent customer service by addressing concerns and ensuring a positive dining experience to over 100 customers daily
- Operated Toast POS system and accurately handled cash and credit card payments in a fast-paced hospitality environment
- Maintained a balanced cash drawer and resolved errors

Some Chain Restaurant - Cool City, CA

June 2022 - July 2023

Host

- Managed reservations over the phone, online, and in-person
- Greeted and seated over 50 guests daily
- Monitored restaurant activity for flow and seating to ensure all servers handled an equal amount of guests

Some Church - Other City, CA

January 2019 - June 2019

Church Office Receptionist

- Answered phones, scheduled daily visitor meetings, and processed service applications
- Collected documents, scanned them, made copies, and filed them in the appropriate location

Volunteer Experience

UCSD Really Cool Club - Cool City, CA

September 2024 - Present

Student Leader

- Effectively serve International students by orienting them to the ministry's mission

The Ministry at UCSD - Cool City, CA

August 2022 - June 2023

Student Leader

- Managed setup for weekly meetings and events by arranging banners, mics, and stage placement

SKILLS

Languages: Fluent in English and Spanish (Read, Write, Speak)

Computer Skills: Microsoft Office, Bootstrap Website