

James Leonard

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Focus Statement

Senior in Economics at Tennessee Tech who is seeking to apply leadership experience and business skills in the real estate sector – **Feel free to change this**

Skills

- Working knowledge in Microsoft Word, PowerPoint, Excel, and video editing software Gimp
- Extensive involvement in leadership and mentoring, including leading a weekly Bible study every week for a year and being a camp counselor for four consecutive summers
- Experience in customer service roles
- Team player who uses a level head and clear communication to ensure people understand goals and what needs to be done to accomplish a give task – **I don't think this is quite worded correctly, but it is good enough so I am leaving it here for now, feel free to re-word**

Education

Cleveland State Community College

Cleveland Tn

- Associates Degree of Accounting
- Minor in Social Science
- 3.2/4.0 GPA

Tennessee Tech University

Cookeville Tn

- Bachelor of science in Economics

Experience/Community Service

Baptist College Ministry – Media Team/Small Group Leader

January 2020- December 2020

- Running Lights at events
- Using Sound Board – **For this and the one above combining them and be more descriptive**
- **Example: Operated the soundboard and light system for weekly services that served over 100 people every week**
- Coordinated between people to help satisfy all parties
- Organized a weekly meeting and checked up on the members in my group
- Prepared for the meeting in advance by going over the material
- **Be more descriptive here. How many people, what was the meeting on, did you prepare a lesson? Did you give guidance, accountability, counseling?**
- !!!REALLY USE THIS KIND OF EXPERIENCE TO FLEX LEADERSHIP SKILLS EXAMPLE BELOW!!!!**
- **Coordinated a weekly Bible study with a group of 8 other college students**
- **Studied and prepared a 30 minute lesson applicable to the people in my small group each week**
- **During the small group meeting I mentored and helped younger college students to overcome common problems students face so they could be successful in their studies**
- **Performed check-ins throughout the week via text and conversation to make sure everyone was doing well and to offer help/guidance if someone needed it**

Camp Sonrock - Camp Counselor

June 2015, 2016, 2017, 2019

- Led small groups of children – **How many children, where did you lead them**
- Helped organize – **Helped organize what? Games? Activities? How many per day or week? Or did you organize shelves? Did you organize inventory? If so how much?**
- Operated the on-site Snack Store **for XX hours a week**

Dominos Pizza – Delivery Expert: Athens Tn

April-August 2017, June-December 2018

- Worked with costumers either through the phone or on a cash register to help satisfy their needs
- Managed time to deliver inventory in a timely manner – **What does this mean?**
- Handled cash roughly 10-15 cash transactions per shift and credit card payments
- Instructed new 3 employees about how to deliver, handle money, and cleaning duties
- **For this job you ran deliveries and were customer facing, consider adding something like the below to what you have**
- **Made 5 deliveries per hour and ensured the food quality met the Dominos brand expectations**

- Handled customer complaints with understanding and a level head and did what I could to resolve the issue, whatever it may be

Activities

- Mission Trips (Dominican Republic, New York twice, Canada Victoria Island)
 - Spent time organizing children camps
 - Helped teach immigrants English
 - Helped lay concrete foundation
 - Led break out times for bible study and arts and craft
 - Went door to door and talked to people
- 30 hours of volunteer work at a library
- Organizing books and DVDs