

**NYU**Wasserman Center
for Career Development**CAROLYN J NOVAK**

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EDUCATION	New York University	New York, NY
	<i>Bachelor of Science in Mathematics</i> , GPA: 3.62 • Minor in Economics • <i>Relevant Coursework</i> : Linear Algebra, Calculus II, Microeconomics, Physics I	May 2022
	Stuyvesant High School	New York, NY
	<i>Regents Diploma</i> • SAT 2280; Overall GPA 98.2	June 2018
HONORS	<i>National Honor Society</i>	2017-2018
	<i>Stuyvesant High School Student Leader Award</i>	2016
EXPERIENCE	New York University, Tisch School of the Arts	New York, NY
	<i>Office Assistant</i>	September 2018 – Present
	<ul style="list-style-type: none">• Contact 300 prospective students via phone and email for application materials per semester• Perform general administrative work, which includes making copies, interoffice mailing, cold calling of students for events, RSVP confirmations, and data entry• Offer optimal customer service over the phone and in person, interacting with 25-50 students, administrators, parents, and other visitors per day	
	Old Navy	New York, NY
	<i>Sales Associate</i>	May 2016 – August 2017
	<ul style="list-style-type: none">• Communicated with up to 100 customers a day and courteously resolved customers' dissatisfaction, if necessary• Reorganized clothing displays to attract new customers and contributed to the overall ambiance of the sales floor	
	<i>Junior Associate</i>	January 2016 – May 2016
	<ul style="list-style-type: none">• Operated cash register, while simultaneously handling cash and credit card transactions of up to \$1,000 a day, and answering customers' questions effectively• Maintained store appearance by organizing clothes, cleaning floor areas, and stocking new shipments in appropriate back areas for easy access to the rest of the staff• Created a positive customer experience by providing advice to shoppers about their purchases	
	Hogar Infantil	Boulder, CO
	<i>Volunteer</i>	June 2015 – August 2015
	<ul style="list-style-type: none">• Organized homestays for 10 orphans from Chiapas, Mexico• Coordinated interactive team building activities, such as icebreakers and "show and tell" games• Provided translation assistance from Spanish to English for students and families	
SKILLS	Computer: Advanced proficiency in Excel, PC & Macintosh literate, knowledge of MS Office applications	
	Language: Fluent in Spanish; Familiar with French	
ACTIVITIES	American Folk Dance Company	2016 – Present
	Technical Set and Stage Crew for High School productions	2016 – 2017