

TOM TRANSFERABLE

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Education

Seton Hall University

Bachelor of Arts, [Insert a Major]

GPA 3.2 Recipient of Seton Hall Academic Scholarship (4 year award)

South Orange, NJ

May 20xx

Experience

Seton Hall Sports Polling Center

Pollster

South Orange, NJ

Sept. 20xx - Present

- Make cold calls to individuals to gather data/opinions about current events in sports used by ESPN, Bloomberg and CBS Sports

ABC Construction

Assistant Site Manager/Construction Worker

Denville, NJ

June 20xx - Present

- Work with a team to complete construction projects on time, within budget and according to customer and government specifications
- Serve as site manager when owner is not on premises to ensure work crew is clear about expectations

Blue Stone Grill

Expeditor/Server/Cashier

Denville, NJ

June 20xx - Aug. 20xx

- Member of founding team that opened this successful start-up operation
- Served as communication link between customer and kitchen to ensure orders properly processed
- Trained new employees in all aspects of workplace operations and company mission and values
- Provided feedback to owners for use in hiring decisions on potential candidates
- Accountable to open and close restaurant on regular basis

YMCA Day Camp

Senior Counselor

Maplewood, NJ

Summers 20xx - 20xx

- Collaborate with a team to supervise 15 children ranging from the age 7 to 10
- Attend ongoing training and weekly staff meetings with 8 peer counselors
- Promoted from junior counselor after one year

Leadership and Volunteer Activities

Volunteer, Seton Hall University, Division of Volunteer Efforts (DOVE)

Sept. 20xx - Present

- Volunteer weekly in a local food pantry, assisting with set up and serving of meals
- Tutor children in an elementary school in math and reading twice a week

Student Manager, Seton Hall Athletics, Men's Basketball

Aug. 20xx - June 20xx

- Handled all logistics for equipment and uniforms for all games and practices (36 game season)
- Traveled with team to all away games; collaborated with coaches and university administrators

Captain (2 years), Varsity High School Basketball Team

Sept. 20xx - June 20xx

- Recipient of **Challenger Award** granted to member of basketball program who demonstrates leadership and serves as a role model based on vote of all coaches and athletic director

Memberships

SHU Marketing Club 20xx - Present

Habitat for Humanity-Collegiate Challenge-Alternative Break program March 20xx and 20xx

- Selected to 15 member team to participate in community service trip to Louisiana for Spring Break

Public Relations Student Society of America (PRSSA) 20xx - Present

Skills

Computer: Microsoft Excel, PowerPoint, Word; Working knowledge of Photoshop; Apple and PC platforms