



# Sample Resume

## BECKY BUSINESS

myname@fauxmail.edu

(706) 555-4564  
linkedin.com/in/my\_profile/

505 Tate Drive  
Athens, GA 30602

### EDUCATION

**University of Georgia** Athens, GA  
*Bachelor of Business Administration in Marketing; Spanish minor*  
Major GPA: 3.50/4.00; Overall GPA: 3.65/4.00  
HOPE Scholarship Recipient, Presidential Scholar, Dean's List  
May 2022

**Georgia State University** Atlanta, GA  
Core Curriculum  
August 2018 - May 2019

### RELEVANT EXPERIENCE

**Marketing Intern** Atlanta, GA  
*Georgia Department of Labor*  
May 2019 - July 2020

- Screened over 40 applicants per day for appropriate job qualifications
- Retrieved unemployment claims, collected confidential customer information, and conducted daily log entries

**Chairman of Advertising/Public Relations** Athens, GA  
*American Red Cross, Fundraising Committee*  
January 2020 - May 2020

- Coordinated and supervised a 6-member committee and maximized committee potential by delegating to members' strengths
- Provided personal outreach to various media outlets which led to first-time coverage from 4 outlets
- Wrote press releases and secured media publicity through radio, paper, and internet sources

**Extern** Atlanta, GA  
*Alvira, UGA Intern for a Day Program*  
December 2019

- Attended company-wide sales pitch brainstorming sessions
- Shadowed 6 customer product calls, all of which resulted in successful sales to clients
- Conducted informational interviews with the CEO and Vice President of Sales and Marketing

### CUSTOMER SERVICE EXPERIENCE

**Server** Athens, GA  
*Olive Garden*  
August 2019 - Present

- Provide excellent customer service to 50+ patrons per shift in a fast-paced, time-intense environment
- Demonstrate keen attention to detail by managing financial transactions totaling up to \$2,000
- Train 5+ new employees each month on business operations and offer constructive feedback
- Successfully and consistently upsell desserts, appetizers, and special promotions; won upselling contest 4 times

**Assistant Store Manager** Atlanta, GA  
*The Body Shop*  
August 2018 - December 2018

- Exceeded \$2,500 weekly sales quota by 10% and targeted customer behavior to increase sales
- Handled amounts exceeding \$5,000 daily while maintaining accurate balances and deposits
- Regularly assigned and supervised duties of 6 employees
- Conducted opening and closing procedures such as product inventory, store cleaning, and accessing multiple security systems
- Exemplified reliability and punctuality by completing all assigned tasks in a timely manner

### CAMPUS & COMMUNITY INVOLVEMENT

**ESOL Service Learning, Spanish Tutor** August 2020 - Present

**Habitat for Humanity, Thrift Store Volunteer** August 2019 - Present

**Infusion Magazine, Assistant to Financial Director** July 2019 - August 2020

**Partners for a Prosperous Athens, Transportation Committee Member** July 2018 - January 2019

### SKILLS

**Language Skills:** Conversational Spanish, skilled in written Spanish

**Technical Skills:** Proficient in Bloomberg Terminal, Microsoft Office Suite, Basic knowledge of Microsoft Access

**Sources Consulted:** UGA Career Center

**Further Assistance:** For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library or call 815-836-5427.