

FIRST NAME LAST NAME

(xxx) xxx-xxxx | emailaddress@elon.edu

EDUCATION

ELON UNIVERSITY, *Martha and Spencer Love School of Business* | Elon, NC May 2026
Bachelor of Science in Business Administration, Marketing GPA: 3.93
Minor: Spanish

RALEIGH CENTRAL HIGH SCHOOL | Raleigh, NC May 2022
High School Diploma GPA: 3.4
Honors: President, National Honors Society

WORK EXPERIENCE

TGI Friday's **Raleigh, NC**
Server, Host August 2020 – August 2022

- Engaged with customers in a fast-paced environment while providing consistent and courteous service to each guest
- Trained 3 new staff members on menu items and ingredients
- Greeted and escorted guests to tables, following seating chart

Cold Stone Creamery **Apex, NC**
Shift Leader August 2019 – August 2020

- Managed opening and closing of store, including the stocking service areas, with 3 team members
- Tracked cash flow during each shift and tallied receipts each evening to maintain balanced register
- Provided energetic, friendly service to customers
- Informed customers of current promotions and sales to increase revenue and tips

CAMPUS INVOLVEMENT & ACTIVITIES

Elon Women in Finance **Elon, NC**
Member September 2022 – Present

- Attend weekly speakers and seminars focused on female business professionals and networking
- Obtain guidance from alumni and upperclassmen to help develop career-oriented goals

Student Union Board **Elon, NC**
Late Night Events Committee Member September 2022 – Present

- Work with executive board and advisors to plan and execute 3 events every weekend
- Manage schedule of volunteers to ensure proper staffing at each event

LEADERSHIP

Women's Soccer **Raleigh, NC**
Captain September 2020 – December 2021

- Led team of 30 to state semi-finals both seasons while serving as Captain
- Demonstrated a consistent ability to serve as a mentor and a positive role model

SKILLS & INTERESTS

Technical: Microsoft PowerPoint, Word, Excel

Language Proficiency: Spanish (conversational)

Interests: Sky diving, soccer, traveling, outdoor activities, and reading