

FIRST NAME LAST NAME

(xxx) xxx-xxxx | emailaddress@elon.edu | example@weebly.com | local address

EDUCATION

ELON UNIVERSITY, *Martha and Spencer Love School of Business*, Elon, NC May 2026
Bachelor of Science in Business Administration, Marketing GPA: 3.9
Minor: Spanish
Honors: Elon Engagement Scholarship

LOCAL HIGHSCHOOL, Raleigh, NC June 2022
Honors: Deans List GPA: 3.7

WORK EXPERIENCE

TGI Friday's | Charlotte, NC August 2020 – July 2022
Waitress, Hostess

- Trained 3 new staff members on menu items and engaging customers
- Provided efficient and courteous service to patrons
- Explained menu item ingredients and made recommendations when prompted
- Greeted and escorted guests to tables, following seating chart

Cold Stone Creamery | Charlotte, NC August 2018 – August 2020
Shift Leader

- Managed opening and closing of the store with team members
- Tracked cash flow during each shift and tallied receipts each evening; kept balanced register each night
- Provided energetic, friendly service to customers
- Stocked service areas with merchandise and informed customers of current promotions and sales on a monthly rotating basis

VOLUNTEER EXPERIENCE

Boys & Girls Club of Burlington September 2024- Present
Relay for Life, *Team Leader* January 2023- Present
ElonThon Fundraiser, *Participant* May 2023

HONORS & ACTIVITIES

Women's Soccer, *Captain* September 2020 – December 2021 (Seasonal)
National Honor Society, *Member* September 2020 – June 2022
Beta Club, *Member* September 2020 – June 2022

SKILLS

Computers: LEXIS-NEXIS, Microsoft Access, Excel, PowerPoint, Word

Language Proficiency: beginner knowledge of Spanish