

FIRST LAST NAME

123 Onondaga Drive ♦ Elmira, NY 14829-1442

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Profile

Personable, team-oriented and unique liberal arts graduate with diversified coursework. Disciplined and determined goal setter. Possess excellent communication and interpersonal skills.

Education

St. Bonaventure University, St. Bonaventure, NY

Anticipated: May 20XX

Bachelor of Arts in English

Minors: Psychology and Business Administration

Overall GPA: 3.5/4.0

Relevant Coursework:

Business: Introduction to Financial Accounting, Introduction to Managerial Accounting, Accounting Information Systems, Business Information Systems, Business Law, Macroeconomics, Finite Mathematics for Social Sciences, Introduction to Computers

Psychology: Social Psychology, Perception, Psychological Research: Methods and Statistics

Latin: Latin I & II, Latin Etymology, Greek Etymology

Université du Québec à Chicoutimi,

Chicoutimi, Québec, Canada

Summer 20XX

Internship

Office Assistant/Intern: Roger Sitterly & Son, Inc., Springfield, MA

Summer 20XX

- ♦ Scheduled and confirmed sales appointments
- ♦ Completed large office bid in collaboration with several sales representatives
- ♦ Generated monthly reports analyzing sales traffic patterns

Athletics

Team Member, St. Bonaventure University Division I Lacrosse

20XX-20XX

Student Athlete Representative to the NCAA Atlantic 10 Conference

20XX-20XX

- ♦ Sole team representative to the Atlantic 10 Student–Athlete Advisory Committee
- ♦ Part of a team that created bylaws affecting all of the athletes comprising the NCAA Atlantic 10 Conference

Treasurer, Saint Bonaventure University Student-Athlete Association

20XX-20XX

- ♦ Created yearly budgets and developed organization charter

Member, Team Bona

20XX-20XX

- ♦ Created and participated in advertising and marketing for St. Bonaventure University varsity athletic events

Employment

Customer Service, Indian Hills Golf Course, Elmira, NY

Summers 20XX-20XX

- ♦ Developed communication skills through customer contact
- ♦ Verified inventory and entered customer transactions into electronic accounts

Waitress, American Settler Amish Café, Beaver Dams, NY

Summer 20XX

- ♦ Worked efficiently and enthusiastically under pressure in a fast-paced environment

Skills

Technical: Proficient in Adobe Photoshop and Wordpress

Language: Advanced knowledge of written and spoken French