

# Resumes: 8 Steps to Success

**Center for Career & Life Planning**  
www.rollins.edu/careercenter | 407-646-2195  
<http://rollins.joinhandshake.com>

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Resumes are not just for graduating seniors! First year students, sophomores, and juniors need resumes to apply for opportunities including scholarships, internships, part-time jobs, and graduate school. This packet and the Center for Career & Life Planning can help you begin the process of writing your resume.

## Step One – Preparation

Think about what you want to do. Your liberal arts degree allows you to pursue many different career paths and you may be applying for opportunities in a variety of fields. Having different interest areas means that you must create a different resume for each position (or, at a minimum, each field) of interest.

Use a targeted resume to secure the job interview.

Use a <b>TARGETED</b> resume...	Use an <b>UNTARGETED</b> resume...
<ol style="list-style-type: none"><li>1. When you are responding to a job posting.</li><li>2. If you are applying for a specific position with a particular company.</li><li>3. For each individual job/field of interest.</li></ol>	<ol style="list-style-type: none"><li>1. At career fairs, in case you encounter a company you did not research beforehand.</li><li>2. When a contact is networking on your behalf.</li><li>3. When you do not know what the position is or lack an official job description.</li></ol>

Your resume showcases experience and involvement highlights as they relate to a specific industry or job.

A resume is not your life history. However, you may choose to list your entire work, volunteer, and educational achievements in a master document. Your master document is strictly for your own personal use; it provides a resource from which you can pull content for a variety of resumes. The document you submit to an employer includes only the most relevant information, carefully selected from this master document.

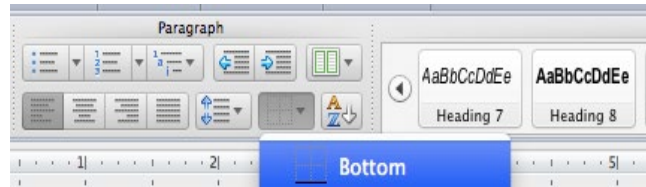
## Step Two – Design

Here are some easy tips to make your resume look polished and professional:

- **Do not use a template!** These are difficult to format and may not highlight YOUR unique experiences in the best way. We recommend starting from scratch in Microsoft Word and referencing this packet or the career center website.
- Use an easy-to-read font such as Arial (10pt. – 12pt.) or Times New Roman (11pt. - 12pt.). These fonts increase the readability of your resume by the human recipient; they also increase the document's readability by Applicant Tracking Systems. Applicant Tracking Systems (ATS) are widely used for initial applicant screenings.
- Use all caps, bold, or italics for important headings and titles, but avoid overdoing it.
- Your name is big and bold at the top of the page.
- Margins are between .75" and 1" and consistent on all sides.
- Balance white space with text so the resume doesn't look crowded in some sections and empty in others.
- Resumes for recent college graduates are expected to be one page in length.  
(Use two pages only if you have enough *relevant* experience to fill the second page.)
- For printed resumes, use white or ivory-colored resume paper. Never use regular copy/printer paper.
- If you are mailing or hand delivering your document, place it flat in a large envelope so it is not folded.
- For email, convert your document to a .pdf file to preserve formatting and sent it as an attachment.  
Title the document appropriately for each company before submitting it. An email to SunTrust Bank with an attachment named "Resume for Regions" may negatively impact your chances with SunTrust Bank.

## Design (continued)

- **To adjust margins:** Go to *Layout* and either manually input your margins, or click on preset margins. You can also go to *Format*, click on *Document* and type in your desired margins.
- **To add a horizontal line:** Select the *Border Tool* on the formatting toolbar. Click on the grid that says “Bottom” to make a line appear beneath selected text.
- **To add bullet points:** Use the bullet point option at the top of your formatting menu to maintain a consistent bullet format throughout your document. We recommend choosing a classic bullet point, like the one preceding this statement.



## Step Three – Heading/Contact Information

Every resume begins with personal contact information. Like this:

<p><b><i>Jennifer Job</i></b> jjob@rollins.edu • 489-255-3405 (C) • www.linkedin.com/jennifer-job</p>
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The heading includes:

- Your name (big and bold)
- Your email address
- LinkedIn url (optional)
- Your phone number
- Your mailing address (optional)

Remember, an employer may contact you at any time!

- Be sure to list a phone number where you can be reached and receive messages.
- If you list your cell phone, label it as a cell (C) and be sure to record an appropriate voicemail greeting.
- Your email address should be as professional and simple as possible; your Rollins email is a great option. While it is acceptable to use Gmail or other email addresses, usernames such as littleprincess65490 and soccerchamp2014 are not appropriate for a job search.
- Use an email account you check regularly, be it your Rollins email or a personal account.
- Log in and check for messages at least once per day during a job search.

## EXAMPLES

<p><b><i>Jennifer Job</i></b></p>	<p>(407) 646-5555 • jjob@rollins.edu</p>
<hr/>	
<p>Current: 1000 Holt Avenue - 2587 • Winter Park, FL 32789 Permanent: 3000 Dogwood Drive • Troy, OH 45373</p>	

<p><b><i>Jennifer Job</i></b></p>	
<p>jjob@rollins.edu • 489-255-3405 (C) • www.linkedin.com/jennifer-job</p>	
<p><i>Current (Until May 14, 2019)</i> 1000 Holt Avenue - 2587 Winter Park, FL 32789</p>	<p><i>Permanent</i> 5678 Main Street Chicago, IL 64981</p>

## Step Four – Education

As a student or recent grad, your most recent experience is your education. This is one reason why it is located near the top of the resume. If your experience has stronger relevance to the job, you can list experience before education; consult with a career advisor to plan an effective strategy.

### EXAMPLE

**Rollins College**, Winter Park, Florida, December 2020

*Bachelor of Arts in Communication Studies*

- Dean's List (4 semesters) Lambda Pi Eta Communication Honor Society
- Relevant coursework includes public speaking, event planning & communication

### Items included in the education section are...

1. Name of Institution
2. Location (City, State/Country)
3. Month & Year of Expected Graduation
4. *Bachelor of Arts in (Your Major)\**

\*Currently, Rollins undergraduate degrees are all Bachelor of Arts degrees.

You may choose to add any of the following to your Education entry:

- Minor and/or Concentration
- GPA (if 3.0 or above)
- President's/Dean's List (# of semesters)
- Honor Societies
- Relevant Coursework
- Scholarships

**Tip:** Everything on your resume is listed in reverse chronological order (*most recent first, by end date*).

### Frequently Asked Questions

**Q.** *Should I include my high school information on my resume for an internship or a full-time job after graduation?*

**A.** First year students and sophomores may include high school information, but only if you plan to list relevant activities and awards later in the resume or if you need this information to help fill the page.

Juniors and seniors: remove all high school information from your resume, unless it would specifically help you secure an interview for an internship or job.

#### EXAMPLE:

If you attended a prestigious dance academy in Manhattan during high school and now seek full-time employment as a dance instructor in Manhattan, then high school information is relevant and should be included on your resume.

**Q.** *How do I list the classes I took in community college or at a different university?*

**A.** In general, list only institutions from which you have received a degree or at which you are currently pursuing a degree. However, if your coursework at another school was specifically related to the field you are now pursuing, you may wish to include it in your Education information.

If you earned a degree prior to attending Rollins, that degree is listed after your Rollins degree information (maintaining reverse chronological order). Format each listing consistently to increase the readability of the resume.

**Q.** *Where do I put study abroad and field study experiences?*

**A.** Study Abroad is formatted similarly to your Rollins College entry, but probably will not include GPA. You may choose to include a line that describes the type/focus of coursework you completed while studying abroad.

## EXAMPLE

**Rollins College**, Winter Park, Florida, May 2019  
Bachelor of Arts in Sociology; Minor in Communication

- GPA: 3.2
- Accelerated Management Program participant (Anticipated MBA graduation: April 2018)

**University of Newcastle**, Sydney, Australia, January 2017 – May 2017

- Coursework included Australian art, Aboriginal studies, Australian politics and economics

Field Study can be included under your Rollins College entry as a 1-2 line listing with a bulleted statement. See page 14 for an example.

## Step Five – Experience

The Experience section is extremely important to employers; it illustrates the things you have done that are relevant to the job for which they are hiring. This section may include:

- Full-time/Part-time/Seasonal Jobs
- Internships
- Any other relevant experiences that relate to the job in which you are applying
- Student teaching
- Work-study employment

### Part A: How to Format the Experience Section

1. At a minimum, each listing contains the following:

- Name of the company
- Title of the position you held
- Location (City, State)
- Dates of employment

## EXAMPLE

**Grandfather Mountain Camp**, Linville, NC  
*Camp Counselor, May 2018 – July 2018*

2. When listing your experience, maintain reverse chronological order by end date; start with your most recent position and work backwards.

3. If you have meaningful relevant experience in the past, but now have a job in an unrelated field, you might divide this section into two separate sections: “Relevant Experience” and “Other Experience.” This will allow you to put your most relevant experience closer to the top of your resume (under “Relevant Experience”) and the less relevant information lower on the page, (under “Other Experience”).

*\*To see how to format a course project entry for a Relevant Experience section, see page 14.*

### Part B: How to Craft Your Action Statements

1. The bullet statements you list under each work experience are *very* important. They should...

- Briefly and specifically describe your duties and accomplishments.
- Start with a strong action verb to demonstrate what you DID at the company (*see page 11 for a list*).
- Be one or two lines long.
- Be in *PAST* tense for previous work experiences, and *PRESENT* tense for currently held positions.

## EXAMPLE

### **Grandfather Mountain Camp**, Linville, NC

*Camp Counselor, May 2018 – July 2018*

- Researched history of Appalachian bluegrass music for Asheville Historical Society
- Planned and supervised daily activities for a cabin of 20 fifth-graders
- Taught swimming and water skiing lessons to over 300 campers

2. Under each work experience, start your bulleted list with the most relevant and impressive information, then continue to the more common responsibilities.

3. Typically, entries have approximately 2-3 bullet statements; however, you may choose to add more or less, depending on the relevance to the targeted position. Keep in mind: your resume is NOT your autobiography; it should be concise and concrete.

4. Get more specific:

Rather than write, “Trained new employees,”

You can write, “Trained 8 new part-time employees in cash register operation and inventory control.”

### **Experience (continued):**

Note: The explanatory bullet statement:

Sometimes when the industry you work(ed) in is unclear, it is helpful to clarify for a prospective employer through an introductory or explanatory bullet. The bullet should still highlight your primary function in the position.

## EXAMPLE

### **Das Hund Haus, Inc.**, *Community Relations Consultant*, Lakeland, FL May 2014-May 2015

- Generated public interest in a start-up dog training company by networking with businesses through Lakeland Area Chamber of Commerce

## The Do's & Don'ts of Bullet Statements

<b>Avoid...</b>	<b>Try instead...</b>
Making personal evaluations like “learned a great deal through this experience” or “developed strong leadership skills”	Describing what you did specifically in each position by starting each bullet statement with an action verb
Using pronouns (I, me, my, we, they, she, he) or articles (a, an, the)	Removing unnecessary words, enabling the employer to scan your document more quickly
Using ambiguous verbs like “assist,” “help,” or “work”	Varying your verb choice by using the Action Verbs List (page 11) to focus on your actions, impact, and accomplishments within a company or organization
Using passive phrasing like “responsibilities included” or “duties were”	Using strong active verbs from the Action Verbs List, as indicated above.

## EXAMPLES

**Rollins College Office of Residential Life**, Peer Mentor, Winter Park, FL August 2017 – December 2017

- Served as mentor and advocate for 14 first-year students during their transition to college life
- Assisted with execution of events during week-long orientation for incoming class of 200+ students
- Identified high-risk behaviors in students, working alongside team to intervene and recommend

**Rollins College Office of Residential Life**, Winter Park, Florida

*Resident Assistant, August 2017 – Present*

- Received *Resident Assistant of Year* award for excellence in service to the residential community
- Organize, promote and implement educational workshops and social activities for residential floor of 15 first-year students
- Enforce college policies to ensure campus health and safety standards are met

**Wells and Rogers Public Relations**, Orlando, FL, May 2018 – July 2018

*Special Events Intern*

- Coordinated receptions and business meetings for two Fortune 500 companies
- Designed direct mailing advertisements for clients with a combined target audience of over 1 million
- Wrote press releases and created public service announcements

## Step Six – Involvement & Leadership

This section is important for most college students or recent graduates who may have limited work experience. This category allows you to highlight your role in campus organizations, community service projects, sports, or club affiliations and to provide information that might help you demonstrate your qualifications to an employer.

*EXAMPLE:* If you are applying for an internship at the county courthouse, your experience serving on the Rollins student judicial board is important information to include in this section of your resume.

The title of this section will vary depending on the type of activities you choose to list.

It may be called: *Leadership Experience, Campus Involvement, Community Involvement or Volunteer Experience* – or simply *Leadership, Involvement, or Service*.

## LEADERSHIP EXAMPLE

**Rollins Phi Delta Theta**, Winter Park, Florida, *Member*, February 2016 – Present

- Represent organization at monthly meetings; report chapter activities and membership statistics to national representatives as *Vice President (August 2017 – Present)*
- Schedule and promote chapter events, formals, and dinner meetings as *Social Committee Chair (August 2016 – May 2017)*

## CAMPUS INVOLVEMENT EXAMPLE

<b>Rollins College Varsity Tennis Team</b> , Winter Park, FL	Captain	August 2017 – May 2018
<b>Rollins College Student Government</b> , Winter Park, FL	Senator	August 2016 – May 2017
<b>Eco-Rollins</b> , Winter Park, FL	Member	January 2017 – May 2018



## COMMUNITY INVOLVEMENT EXAMPLE

**Rollins College Rotoract Club**, Winter Park, FL, *Treasurer*, December 2017 - Present

- Managed annual budget of \$1,000 and collected membership dues from 25 students
- Authorized reimbursement payments and wrote checks for various organization expenses

**Winter Park Playhouse**, Winter Park, FL, *Stage Manager*, January 2018 – May 2018

**Good Shepherd Soup Kitchen**, Atlanta, GA, *Volunteer*, May 2017 – July 2017

Since most recent college graduates are expected to have a one-page resume, you may need to limit the number of extracurricular activities you include; evaluate each one based on their relevance to the targeted position.

You'll notice *these entries are formatted similarly to the entries in Experience*. They include:

1. Organization Name
2. Position Title
3. Location (City, State/Country)
4. Dates of Affiliation\*

Your most recent activities (by end date) will be listed first in this section.

Begin by listing ALL of your activities, including dates and positions; then narrow down the list so that only the most relevant experience is included on your resume. Remember, every resume is different and there are many "right" ways to construct it.

## Step Seven – Skills

This section highlights your technical skills, not your people skills.

Here, you will list primarily Computer and Language skills. If they are relevant to the position you are applying for, Social Media skills might also be appropriate for this section. However, if you primarily vent on Twitter and post pictures of food to Instagram, choose a level of proficiency to describe common use or consider eliminating it from your resume altogether.

## EXAMPLE

**Computer:** Advanced in Microsoft Word, Excel, Publisher  
Working knowledge of Adobe Photoshop

**Language:** Conversational Spanish

**Social Media:** Experienced in Facebook, LinkedIn and Twitter  
Familiar with Tumblr

Here are some suggested ways to describe your level of competency in these skill areas:

### For Computer Skills

Working knowledge of...

Experienced in...

Proficient in...

### For Language Skills

Literate in... (can read and write in language)

Conversational...

Fluent in...

## Step Eight – Proofread, Revise, and Send

Good news – you are almost done!

We know you want to get that resume sent already, but STOP and think about the following:

- Employers may receive hundreds of resumes and may spend 15 seconds (or less) looking at each one.
- Take the extra time before submitting your resume to check your spelling and grammar. Ask a career professional to look it over before you submit it. Read your entries aloud to ensure you didn't miss anything. Spell check will not catch everything – especially words that are spelled correctly, but used incorrectly!
- Imagine this was your first time looking at the document; ask yourself, “can I locate the essential information within the first few seconds?”
- Ask a friend to look at your resume without the objective to “guess” what you're applying for. This will inform you if you need to add or delete some material to target what you are going for.
- After you have created a draft of your resume, take time to edit it, add bullet points, or delete less relevant material if you have exceeded one page.
- For email, convert your document to a .pdf file to preserve formatting before attaching and sending it.

Take some time to review the samples in the next few pages of this packet. They can serve as a helpful guide in formatting and creating your own resume. Additional sample resumes can be found on the Resume and Cover Letters page of our website:

Ready for a review of your resume? You can...

- Schedule an appointment for an initial review with a resume-trained Writing Consultant in TJ's.
- Stop by for Drop-In Hours at the Center for Career & Life Planning (CCLP) during the semester.
- Visit Handshake to schedule an appointment for document review with a CCLP Career Advisor.
- Request a resume review through the CCLP online document submission option.

# Key Action Verbs

Your bullet statements are action-oriented in order to catch the reader's eye. Here are some ideas to help you get started.

## Communication Skills

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Advertised	Convinced	Drafted	Mediated	Promoted
Arbitrated	Corresponded	Edited	Moderated	Proofread
Authored	Critiqued	Facilitated	Negotiated	Publicized
Clarified	Debated	Highlighted	Notified	Published
Composed	Demonstrated	Informed	Presented	Recorded
Contacted	Documented	Interpreted	Persuaded	Translated
				Wrote

## Creative Skills

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Built	Constructed	Established	Invented	Planned
Brainstormed	Created	Formulated	Launched	Produced
Composed	Designed	Founded	Originated	Proposed
Conceived	Developed	Generated	Performed	Refurbished
Conceptualized	Directed	Initiated	Piloted	Renovated
			Pitched	Revised

## Interpersonal & Teamwork Skills

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Advised	Assisted	Diagnosed	Guided	Represented
Advocated	Coached	Directed	Inspired	Served
Aided	Collaborated	Encouraged	Led	Supported
Assessed	Consulted	Fostered	Mentored	

## Leadership Skills

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Achieved	Delegated	Exceeded	Instigated	Motivated
Chaired	Delivered	Excelled	Launched	Participated
Changed	Effected	Headed	Led	Pioneered
Clarified	Enhanced	Improved	Marketed	Presided
Decided	Established	Inspired	Mobilized	Recommended
				Recruited

## Management & Organizational Skills

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Administered	Conducted	Eliminated	Increased	Procured
Arranged	Controlled	Engineered	Maintained	Provided
Assembled	Coordinated	Evaluated	Managed	Reduced
Classified	Correlated	Executed	Monitored	Scheduled
Combined	Determined	Expanded	Ordered	Solved
Completed	Directed	Implemented	Planned	Streamlined
			Prepared	Supervised

## Research Skills

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Analyzed	Compared	Experimented	Interpreted	Reviewed
Clarified	Contrasted	Explored	Interviewed	Studied
Coded	Evaluated	Identified	Investigated	Summarized
Collected data	Examined	Inquired	Reported	Surveyed

## Teaching Skills

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Advised	Conducted	Evaluated	Illustrated	Mentored
Assessed	Demonstrated	Explained	Informed	Planned
Clarified	Developed	Facilitated	Instructed	Trained
Coached	Educated	Guided	Led	Tutored

## Technical Skills

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Accelerated	Calculated	Developed	Handled	Processed
Analyzed	Catalogued	Estimated	Maintained	Programmed
Budgeted	Computed	Financed	Manipulated	Repaired
Built	Correlated	Grossed	Operated	Reported
				Updated

# Kimberly Duncan

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kduncan@rollins.edu • 512-282-6541

## EDUCATION

**Rollins College**, Winter Park, FL May 2022  
*Candidate for Bachelor of Arts in History; Minor in Jewish Studies*

- Phi Eta Sigma Honor Society

**McCullough High School**, Austin, TX May 2018

- Graduated with Honors
- National Honor Society

## WORK EXPERIENCE

**Rollins Publishing Center**, Winter Park, FL August 2018 – Present  
*Print Shop Assistant*

- Assist in completing various print orders including anthology copyright and duplication, multiple color promotion materials and high volume photocopy orders
- Deliver finished publishing jobs to campus departments
- Improve user friendliness of center by redesigning and updating Copy Center Request Form

**Self-Employed**, Austin, TX May 2015 – July 2018  
*Childcare Provider*

- Served as caregiver for children of various families, 3 through 10 years of age, approximately 15 hours per week
- Organized daily activities for children and monitored safety at all times

## CAMPUS INVOLVEMENT

**Rollins College Rowing Team**, Winter Park, FL August 2018 - Present  
*Member*

- Manage full course load while committing 10 hours per week to training and participating in competitions
- Build positive relationships with team members through collaboration and communication

## COMMUNITY INVOLVEMENT

**Habitat for Humanity**, Orlando, FL September 2018 – December 2018  
*Volunteer*

- Collaborated with other students to build new home for local family
- Provided 90 service hours, helping complete house construction in 3 months

**M.J. Smith Elementary School**, Austin, TX January 2016 – May 2016  
*Mentor/Tutor*

- Acted as role model and friend for third-grade student
- Provided weekly classroom assistance with reading and math assignments
- Assisted student with homework and participated in after-class activities including bowling, park visits, and trips to local movie theater

## COMPUTER SKILLS

Proficient in Microsoft Word, PowerPoint and Excel

# JUSTIN ROBERTSON

407-628-1003 (C) • jrobertson@rollins.edu

## EDUCATION

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- Rollins College**, Winter Park, Florida May 2019  
*Candidate for Bachelor of Arts in Spanish; Minor in German*
- GPA in Major: 3.9/4.0
  - Participated in 3-week field study in Costa Rica analyzing the relationship between agricultural systems and protected wilderness areas
- La Universidad de Oviedo**, Oviedo, Spain August 2017 – December 2017
- Completed coursework in international business, Spanish culture and world religions

## EXPERIENCE

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- The Golf Channel**, Orlando, Florida January 2018 – April 2018  
*Communications Intern*
- Assisted producer in writing and editing featured stories
  - Edited hours of recorded footage into 30 seconds of on-air highlights
  - Researched and compiled information on various guests for 3 high-profile talk shows
  - Shadowed production activities including teleprompter operations and stage management for 60-minute program
- Jackson and Smith Products**, Altamonte Springs, Florida July 2017 – August 2018  
*Management Intern*
- Created Excel database to track customer purchasing patterns
  - Monitored sales and ordered products as necessary to meet customer demands
- Sales Assistant* July 2016 – June 2017
- Greeted customers and provided recommendations to meet specified needs
  - Designed fliers to promote end-of-summer sales specials
- TGIFridays**, Altamonte Springs, Florida May 2015 – June 2016  
*Shift Supervisor and Server*
- Managed front-of-house operations during select shifts, including supervision of 8 employees
  - Provided printed reports of hourly sales to manager-on-duty
  - Motivated and encouraged serving staff to meet daily sales quotas

## CAMPUS ACTIVITIES

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- Rollins College Student Government**, Winter Park, Florida October 2018 – Present  
*Public Relations Chair*
- Formulate and implement improved marketing plan for SGA
  - Monitor regular and timely publication of SGA information via social media and website
- Rollins College Baseball Team**, Winter Park, Florida August 2015 – Present  
*Member*
- Manage full course load while attending daily practice and travelling for games
  - Demonstrate ability to accept challenges and make decisions under pressure

## SKILLS

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**Language:** Fluent in Spanish; Literate German  
**Computer:** Advanced in Microsoft Word, Excel, PowerPoint; Adobe Photoshop  
**Social Media:** Experienced in Facebook, Twitter, and LinkedIn

# Cynthia Ladle

cladle@gmail.com • (321) 876-6056

Until May 2019: 1502 Panther Creek Court, Apt. 26 • Winter Park, Florida 32792

Permanent Address: 2349 Bluebonnet • Houston, Texas 77030

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## **Education** Rollins College, Winter Park, FL, May 2019

*Bachelor of Arts in International Business; Minor in Asian Studies*

- Accelerated Master of Business Administration 3/2 Program (Anticipated Graduation: May 2020)
- Relevant coursework includes Event Planning, International Marketing, and International Operations

## **Relevant Experience** Massey Persons Brinati Communications, Events Intern, Maitland, FL, January 2018 – Present

- Write press releases for 10 clients and compile publicity packets
- Assist in design and maintenance of company's web site – www.mpb.com
- Research prospective clients and create marketing plan with team of 4 interns
- Co-present public relations campaign for specialty clothing store, Kimberly's Closet

## **International Business 300, Chief Financial Officer, Simulation Game, January 2017-May 2017**

- Controlled projected cash flow and revenues by decreasing costs by 15% each quarter
- Made decision for wellbeing of the company to maximize profitability and effectiveness

## **Winter Park Art Festival, Public Relations Volunteer, Winter Park, FL, August 2016 – December 2016**

- Designed press releases and media packets for members of Central Florida media
- Wrote copy for flyers and newsletters distributed to local colleges
- Assisted Promotions Director with pricing and organizing events
- Acquired 3 new sponsors by meeting with Winter Park business owners
- Negotiated parking permits with Rollins College and local vendors

## **Rollins College Office of Admission, Ambassador, Winter Park, FL, August 2016 – May 2017**

- Served as student representative for prospective students and their families
- Led tours of campus for college visitors and participated in information panels

## **Other Experience** Dillard's Department Store, Sales Associate, Orlando, FL, May 2015 – May 2016

- Sold over \$3,000 in men's apparel per week
- Greeted over 200 in-store guests per day
- Recorded receipt of, price and stock merchandise in the men's furnishings department

## **Stone Mountain Parks and Recreation, Tennis Instructor, Houston, TX, May 2015– August 2015**

- Teach fundamental tennis skills to the children while emphasizing skill development, team work, fair play, sportsmanship and fun

## **Joe's Crab Shack, Seasonal Server, Houston, TX, May 2014 – December 2015**

- Provide excellent customer service in a fast-paced environment to meet the needs of the customer and business

## **Leadership Experience** Rollins Outdoor Club, Winter Park, FL, August 2016 – Present

*Vice President, August 2018-Present*

- Coordinate meetings and supervise social, recreational and outdoor educational programs for over 125 members

*Activities Chair, October 2017 – May 2018*

- Organize recreational events including canoeing, rock climbing, snorkeling, camping, and cycling

## **Rollins College Tennis Team, Member, Winter Park, FL, September 2016 – May 2018**

## **Skills** **Computer:** Experienced in Microsoft Word, Excel, PowerPoint, Outlook, Access; Adobe PageMaker

**Language:** Proficient in Spanish

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