

FirstName LastName

Cumberland, MD • tstudent@students.towson.edu • 410-555-5555

Education

Bachelor of Science in Biology, Minor in Chemistry

May 20xx

Towson University, Towson, MD

- GPA: 3.2

Associate of Science in Biology

December 20xx

Harford Community College, Bel Air, MD

- GPA: 3.8

Experience

Sales Clerk, Staples Office Supply - Towson, MD

September 20xx - present

- Employee of the Month four times in a year and half for outstanding customer service
- Chosen after three months to be head trainer of new salesclerks, trained 15 new employees

Server and Hostess - Savage River Lodge - Frostburg, MD

Summer 20xx

- Promoted to hostess after three weeks based on exemplary interpersonal skills
- Mastered ReservationsPro[®] software to increase efficiency and customer service

Volunteer - Allegheny Summer Education Program - Grantsville, MD

Summers 20xx - 20xx

- Taught basic math skills to underperforming 5th and 6th graders
- Organized work schedules of all volunteers in second year

Skills and Languages

Computer: Proficient in Microsoft Excel, PowerPoint, and Word

Languages: Conversational Spanish

Leadership

Elected Captain - Towson University Traveling Ultimate Frisbee Team

Sep 20xx – May 20xx

- Developed team cohesion and led the team to State Finals in 20xx

Activities and Interests

Associate Member - Tri-Beta National Biological Honor Society

December 20xx – present

Upsilon Eta Chapter of Towson University

Secretary - Towson University Women in Science Club

February 20xx – present

Choir - Garrison Keillor Lutheran Church, Perry Hall, MD

May 20xx – present