

CANDIDATE NAME

Permanent Address
City, State Zip
(000) 000-0000 – email@email.com

SUMMARY OF QUALIFICATIONS (Look for demonstrable skills applicable for the job you are applying for)

- Extensive experience in...
- Broad knowledge of managing...
- Expertise in...

EDUCATION (Do not include high school)

School Name, Location Graduation Date: May 2020
Bachelor of Business Administration GPA: 3.8
Minor in Human Resources

PROFESSIONAL EXPERIENCE (Try to use the more pertinent info for the job you are applying for)

Job Title City, State Company Name	Dates
<ul style="list-style-type: none">• Clear performance objectives and responsibilities of role• Include examples of achievement and leadership	
HCM Implementation Internship Oklahoma City, OK Paycom <ul style="list-style-type: none">• Worked closely with internal teams to observe how customer satisfaction was maintained• Serviced internal clients in their efforts to increase customer usage by setting up Paycom's Position Management for companies' new and existing clients• Presented process innovations to C- Suite level leadership within the company	May 2019 – August 2019
Aid & Receptionist in Registrar's Office Bartlesville, OK Oklahoma Wesleyan University <ul style="list-style-type: none">• Greets guests in person and on phone; answer and direct inquiries to designated departments.• Pick up and sort daily incoming correspondence and deliver sorted mail to addressees.• Maintain executive managers' calendars by planning and scheduling conferences, teleconferences, and travel.• Develop and utilize effective filing and retrieval systems, and maintain office supplies by placing orders and evaluating new products.	August 2018 – Present
Barista Bartlesville, OK Doc Lacy's Campus Coffee House <ul style="list-style-type: none">• Consistently achieved the highest guest check averages among all full-time servers through suggestive selling and dessert-to-go orders.• Frequently assisted colleagues during rush periods to foster / promote teamwork while providing exceptional service and guest dining experience.	January 2016 – August 2017

LEADERSHIP EXPERIENCE

- Other skills specific to being successful in the job to which you are applying

ACTIVITIES AND HONORS (Optional)

- Any conferences or workshops attended or club affiliations