

## Sample Resume

### LASELL STUDENT

Address  
Newton, MA 02466  
(617) 555-4444  
eventplanner@gmail.com

**Summary** Hospitality and Event Planning major with proven customer service and problem-solving skills. Recognized for flexibility, creativity, attention to detail and producing quality results

**Education** **Lasell University**, Newton, MA  
Bachelor of Science Expected May 20XX  
Major: Hospitality and Event Management  
Cumulative GPA: 3.72/4.0  
Major GPA: 3.88/4.0

### Hospitality & Customer Service Experience

**American Institute for Foreign Study (AIFS)** 20XX-Present  
*Alumni Ambassador*

- Serve as institutional representative and promote AIFS to prospective students
- Contribute relevant content for AIFS newsletter publication
- Address inquiries about organization and maintain e-mail correspondences

**Lasell University, International Office** 20XX-Present  
*Global Ambassador*

- Promote the Study Abroad program to prospective and incoming students
- Participate during orientation, special events, information sessions and panel discussions
- Market materials and serve as resident representative of programmatic materials

**Old Navy** 20XX-20XX  
*Sales Associate*

- Promoted after one year from sales associate to manager trainee
- Maintained knowledge of sales promotions, policies regarding payment and exchanges, and security practices
- Demonstrated superior communication skills while interacting with store guests

### Skills

- Proficient with Microsoft Office applications including Word, Excel Power Point, Outlook, and Dreamweaver
- Bilingual, fluent in English and Spanish

**Activities** International Ecotourism Society (TIES) 20XX- Present