

Sample Resume

Terry Lasell
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SUMMARY

Event Planning graduate with customer service background, interpersonal, and problem solving skills. Recognized for flexibility, creativity, and attention to detail. Proficient in Microsoft Office applications, including Word, Power Point, and Excel.

EDUCATION

Lasell University Newton, MA, Expected May
20XX Bachelor of Arts in Humanities
GPA: 3.2/4.0
Dean's List (Fall 20XX, Spring's 20XX, 20XX)
Presidential Scholarship

Connected Learning

Lasell Votes Coordinator, Fall 20XX

- Planned and implemented voter awareness program resulting in a 25% increase in registered voters

EXPERIENCE

Newton Bistro, Newton, MA, 20XX-20XX

Waitress

- Exhibited outstanding food and beverage service to customers
- Escorted guests to their tables and offered advice on the menu
- Chosen to train five new employees on restaurant policy and layout, resulting in fewer errors and a positive team
- Processed credit cards and cash in excess of \$800K
- Coordinated staff schedule to meet customer needs.

ACTIVITIES

Lasell University Campus Activities – Member – 20XX to Present
Habitat for Humanity Club –Member- 20XX to Present
Community Connections Program -20XX to 20XX