

Student Name

123 North Silverdale Drive, Apt. 25, Bellingham, WA 98225
423-555-5555 (Cell) | name@etsu.edu

Business Experience

Area Manager

July 2016 – Present

ABC Foods, Inc., Mt. Vernon, WA

- Supervised a staff of 6-8 employees and reported to the store manager
- Resolved service related difficulties and encouraged a positive environment for our patrons

Sales Associate

Sep. 2014 – June 2016

AAA Company, Bellingham, WA

- Met or exceeded set goals regularly
- Selected as Sales Associate of the month on two occasions

Additional Experience

Youth Assistant

Nov. 2012 – April 2013

Brigid Collins, Bellingham, WA

- Maintained a safe and positive environment

Coach

June 2011 – July 2013 (Summers)

Youth Soccer Summer Program, Seattle, WA

- Communicated effectively with families, media outlets, and players
- Focused on teamwork, conditioning, and achieving goals for individual development

Professional Development

Seminars: Working with Disabilities, WWU, Safety First – Brigid Collins

Software: Windows 10, Microsoft Office, Adobe Creative Suite, Social Networking (Facebook, Twitter, LinkedIn)

Certifications: CPR, First Aid, AED - American Heart Association

Training: Diversity Workshop, Sexual Harassment Prevention - WWU, Safety First – Brigid Collins

Education

Bachelor of General Studies

May 2014

Western Washington University (WWU), Bellingham, WA

Honors:

Selected Courses: Course Title, Course Title, Course Title, and Course Title

Associate of Arts in English

May 2010

Whatcom Community College (WCC), Bellingham, WA

GPA: 3.5

Activities and Community Involvement

Bellingham Elementary School Volunteer, Bellingham, WA

2017 – Present

Center for Physical Activity (Fitness Training), WWU

2016 – 2017

Compass2Campus Volunteer, WWU, Bellingham, WA

2015

Volunteer, Bellingham, WA

2015

Habitat for Humanity Volunteer, Bellingham, WA

2014