

First Last Name

71 Sand Street, Olean, NY 14760
(716) 372-5555, name@bonaventure.edu
www.Linkedin.com/name1

Core Competencies:

Project Management Technical Expertise Interpersonal Communication
Dedication to Customer Service Genuine Ability to Build Trust in Relationships

EDUCATION

St. Bonaventure University, St. Bonaventure, NY

Bachelor of Arts in Sociology, *expected May 20XX*

Minor: Human Services

Dean's List, every semester

GPA: 3.5/4.0

Relevant coursework: Social Problems, Contemporary Social Theories, Social Psychology of Addictions, Social Work

INTERNSHIPS

Cattaraugus Community Action, Salamanca, NY

Social Service Assistant, *May 20XX - August 20XX*

Served as active member of the Housing Relocation Program

Oversaw and completed twenty intake assessments per week

Reviewed financial status of participants and made recommendations for appropriate services

Facilitated weekly meetings between service providers and program participants

Developed and presented a basic budgeting workshop to program participants

Goodrich Corporation, Allegany, NY

Human Resource Assistant, *September 20XX - December 20XX*

Initiated and completed project to rewrite job descriptions for employee manual, including the addition of a physical requirement for each position

Conducted more than 80 in-depth interviews to assess requirements/needs

EMPLOYMENT

Sunrise Orchards, Shelburne, NY

Assistant Manager, *June 20XX - present*

Supervise various teams of workers (including ten new hires)

Manage shipping, receiving and run deliveries

Serve as a project manager for a variety of business growth projects

LEADERSHIP

ENACTUS, St. Bonaventure, NY

Executive Committee Member, *Spring 20XX - present*

Organized marketing and advertising campaign to increase membership

Coordinated conference and networking reception for 50 business professionals and 200 students

TECHNOLOGY

Microsoft Office Suite, Google Drive, Zoom, Slack, Database Management