**Student Name**

123 North Silverdale Drive, Apt. 25, Johnson City, TN 37605

423-555-5555 (Cell) | name@etsu.edu

**Business Experience**

**Area Manager** July 2016 – Present

ABC Foods, Inc., Kingsport, TN

* 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, Johnson City, TN

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

**Additional Experience**

**Youth Assistant** Nov. 2012 – April 2013

Girls Inc., Johnson City, TN

* Maintained a safe and positive environment

**Coach** June 2011 – July 2013 (Summers)

AAU Basketball Summer Program, Knoxville, TN

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

**Professional Development**

Seminars: Working with Disabilities, ETSU, Safety First – Girls Inc.

 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 - ETSU,

 Safety First - Girls Inc.

**Education**

**Bachelor of General Studies** May 2014

East Tennessee State University (ETSU), Johnson City, TN

 Honors: Golden Key International Honour Society

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

 **Associate of Arts in English** May 2010

 Northeast State Community College (NSCC), Blountville, TN

 GPA: 3.5

**Activities and Community Involvement**

 Johnson City Elementary School Volunteer, Johnson City, TN 2017 – Present

 Basler Center for Physical Activity (Fitness Training), ETSU 2016 – 2017

 President’s Pride Volunteer, ETSU, Johnson City, TN 2015

 Willow Creek Park Volunteer, Johnson City, TN 2015

 Habitat for Humanity Volunteer, Knoxville, TN 2014