**Student Name**

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

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

**Education**

**Bachelor of Science in Psychology** May 20XX

Minor: **Sociology**

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

Honors:Dean’s List (20XX-20XX), HOPE Scholarship

GPA: 3.4

**Experience**

**Sales Representative** May 20XX – Present

Gentry Clothing Store, Johnson City, TN

* Coordinated sales with manufacturing sources
* Assisted the manager in planning and meeting sales goals
* Verified inventory of products on hand and stocked new merchandise
* Assisted customers with selections and resolved concerns
* Attended ongoing paid training to ensure continued success

**Summer Camp Counselor** January 20XX – May 20XX

The Camp, Johnson City, TN

* Planned, organized, and presented activities to stimulate mental, physical, and social skill development in children aged 8-14
* Maintained confidential records of participants and shared progress with staff
* Helped write and implement a weekly schedule for campers
* Followed all emergency procedures associated with the camp program

**Professional Development**

Languages: English (native), Spanish (conversational)

Training: Customer Service, Store Security – Gentry Clothing Store

Diversity, Conflict Resolution, Safety – The Camp

Conferences: Gentry Clothing Staff Development, Nashville, TN, 20XX

Software: Windows 10, Microsoft Office, Minitab and SPSS (statistical packages), Social Networking (Facebook, Twitter, LinkedIn, Instagram, etc.), Webpage Development (20XX)

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

**Activities and Community Involvement**

Basler Center for Physical Activity (Running and Fitness Training), ETSU

Red Cross Volunteer of the Year in 2018, Johnson City, TN

APO Service Fraternity at ETSU

Reading is Fundamental (RIF)

Red Cross Volunteer

Habitat for Humanity

Susan P. Komen for the Cure 5K Road Race