

FIRST LAST

City, CA, Zip

555-555-5555

contact@email.com

EDUCATION

Bachelor of Arts in Digital Communications Media

08/2017 - Present

Marymount California University (MCU), Rancho Palos Verdes, CA

SKILLS

- Proficient Microsoft Word, Excel, PowerPoint; Adobe Photoshop, Premiere Pro, Illustrator, After Effects, and camera and video production and editing
- Possess excellent communication skills, strong public speaking skills, and able to work in a team or as an individual
- Detail-oriented problem solver with excellent time-management skills and the ability to learn quickly
- Fluent in English and Spanish

EXPERIENCE

Student Orientation Staff

08/2018 - 09/2018

Marymount California University, RPV, CA

- Coordinated and promoted events and programs for incoming students by distributing flyers, visiting residence dormitories, and assisting students with any questions about life at Marymount
- Collaborated with co-workers to plan and host a social event for 200+ new students by coordinating music, food, and entertainment
- Developed strong connections with the community by interacting with new international and transfer students who had questions regarding Marymount

Admissions Assistant

Marymount California University, RPV, CA

01/2018 – 05/2018

- Exhibit excellent communication and customer service skills when greeting patrons and providing tours of the MCU campus to prospective students, families, special guests, and other visitors
- Utilize customer relationship management software Slate by Technolutions to disseminate marketing and admissions materials to prospective and accepted candidates
- Correspond via phone, email, and in-person with applicants and prospective students to provide information, acquire missing application documents, and assist students with decision-making process for selecting MCU
- Perform daily administrative and front desk tasks such as filing, copying, organizing, and maintaining cleanliness of overall space

Summer Camp Counselor

06/2017 - 08/2017

YMCA, Torrance, CA

- Assisted with headquarter duties by answering phones, scanning and filing documents, taking inventory, and managing electronic equipment
- Coordinated and facilitated specific themed weeks such as, “super hero week” and “Olympic themed week” by organizing events for over 200 children to participate in throughout their day at camp
- Motivated first day campers by creating ice-breaker games for them to feel more accepted in a new environment and connect with their peers
- Exhibited excellent communication skills by communicating with parents when they had questions about our camp, rates, scheduling, activities offered, food etc.

Server/Host/Cashier

08/2014 – 08/2017

Applebee's Neighborhood Grill, Torrance, CA

- Provided excellent customer service by greeting patrons, ensuring meals were delivered in a timely manner, and remaining attentive to customers' needs, which resulted in high levels of customer satisfaction
- Cross-trained on all aspects of restaurant service staff operations and utilized quick decision-making skills when adhering to restaurant specifications in correlation with management expectation and efficiency
- Handled transactions and coordinated with chefs and fellow staff through consistent communication in order to maintain smooth operations in a fast-paced environment

ACTIVITIES & AWARDS

- Student Athlete, Women's Softball, MCU, 08/2017 - Present
- Member, Lux Academic Society for Digital Media Communications students, MCU, 08/2016 - Present
- Member, Yearbook Committee, Cool High School, 2015