

First Name Last Name

100 4th Avenue
New York, NY 10000
(555) 555-5555
firstlast@email.com

EDUCATION

Hunter College, City University of New York

Bachelor of Arts, Intended Major: Political Science

Expected 6/2023

EXPERIENCE

Member

9/2019 - 11/2019

Bridges Team, Hunter College, New York, NY

- Conducted online research to identify each presidential candidate's position on leading issues and interests for the 2016 election
- Surveyed and interviewed staff and students about their knowledge of each candidate's views on issues such as racism, immigration, police brutality, and other topics of interests
- Worked with other team members to develop series of web pages and short videos to make available to students and to present at the Policy Conference for Social Issues

Vice President/ Member

10/2015 - 6/2019

Student Council, Flushing International High School, Queens, NY

- Worked with President and Treasurer to prepare calendar and budget
- Assisted the President in preparing meeting agendas and assumed leadership in the President's absence
- Represented student body's interests and concerns with teachers, the principal, and other school officials
- Helped raise funds for school-wide events and community service programs, including the Homecoming Parade and Dance and Pancake Breakfast for Child Poverty

Participant

6/2018 - 7/2018

National Student Leadership Conference, Washington, DC

- Learned about the challenging complexities of the American political system
- Worked with other participants to create a mock bill and pushed to get it moved from the committee to the Senate floor through powers of persuasion and negotiation skills
- Strategized with team to develop an action plan to secure our presidential candidate's success in a fast-paced mock Presidential campaign
- Met with select US government officials, interest group leaders, and political campaign experts

SKILLS

Language: Fluent in Punjabi and Hindi

Computer: Microsoft Office Suite (Excel, PowerPoint, Access, Outlook, and Word)

ACTIVITIES

Girls Varsity Softball, Flushing International High School, Queens, NY

9/2017 - 6/2019

Chess Club, Flushing International High School, Queens, NY

9/2018 - 6/2019

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EDUCATION

Hunter College, City University of New York

Bachelor of Arts in Media Studies, GPA: 3.30 – Expected June 2020

Relevant Coursework:

Introduction to Media Studies

Television Culture

Propaganda and the Mass Media

Reporting and Writing I

Digital Design and Usability

Journalism as Literature

Media Ethics

Media and Film in a Digital Age Pts. I & II

SKILLS

Well-versed in Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Illustrator; Final Cut Pro

Fluent in Spanish

EXPERIENCE

Maitre D' & Hostess | *Alta Linea*

New York, NY — June 2019 - Present

- Greet guests and patrons personally to foster welcoming environment
- Contribute to descriptions of menu items on company website
- Assist in the management of company social media to expand customer base
- Manage front desk during busy shifts and keep the restaurant organized
- Prepare dining rooms in accordance with reservations
- Assist in troubleshooting customer issues in a high-energy environment with a positive and professional attitude

Hostess | *Blue Ribbon Brasserie*

New York, NY — March 2019 - June 2019

- Offered appropriate seating arrangements to accommodate guest needs
- Ensured the quality and quantity of menus was sufficient to cater the number of guests expected
- Relayed orders to the kitchen and ensured all orders were filled in a timely and accurate fashion

Counter Staff | *Eataly*

New York, NY — July 2017 - March 2019

- Facilitated the guest experience by sharing knowledge of fine French cuisine
- Created all hot and cold beverages with wide range of knowledge of all espresso drinks
- Gift wrapped catering orders and labeled and maintained inventory in an orderly fashion in accordance with the FIFO method
- Developed an intimate understanding of French gourmet products

Sales Associate | *Socks Unlimited*

New York, NY — August 2015 - May 2017

- Assisted customers in product selection in order to achieve daily sales goals
- Counted and collected money from drawer to prepare bank deposits every closing shift
- Received shipments from and issued transfers to other stores on a daily basis

References Available Upon Request

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OBJECTIVE: To obtain an entry level position in Human Resources where I may use my excellent communication, analytical and organizational skills.

EDUCATION: **Hunter College, City University of New York**
Bachelor of Arts, Expected June 2020
Psychology Major, GPA 3.52 Honors: Psi Chi, Dean's List
Related coursework: Industrial/ Organizational Psychology, Motivation, Social Psychology, Abnormal Psychology, Research Methods

SPECIAL SKILLS: Proficient in Microsoft Word, Excel, Outlook, Google Scholar, Lotus Notes, ADP, Internet Research. Conversational Spanish

PROFESSIONAL EXPERIENCE:

HOSTESS/RESERVATIONIST **OCEAN GRILL, NEW YORK, NY**
5/18-present

- Monitor number of reservations daily in accordance with restaurant availability
- Open and balance the registers throughout the restaurant
- Analyze sales data and prepare reports for restaurant manager
- Enter inventory data into Excel spreadsheets and generate reports
- Responsible for handling all internal & external calls
- Manage the front desk and responsible for assisting in all client matters
- Assist restaurant manager with processing ADP payroll for approximately 25 employees
- Responsible for employee verifications, new hire paperwork and orientation
- Schedule meetings and conference calls for office staff

SALES ASSOCIATE/CASHIER **BANANA REPUBLIC, NEW YORK, NY**
10/16-6/17

- Consistently exceeded goal of initiating new business with clients by generating four plus new charge card accounts on a daily basis helping to increase store revenue and profits
- Opened, processed, and closed assigned registers in the Flagship store daily
- Assisted Visuals Manager with displays of all current and upcoming merchandise
- Oriented newly hired sales associates to stores policies, standards, and procedures

References Available Upon Request