**Firstname Lastname** LCstudent@lcmail.lcsc.edu | 123-456-7890

PERSONAL STATEMENT

Excellent communication and interpersonal skills, with 4+ years’ supervisory experience. Very detail oriented, dependable, and proficient with \_<insert super cool software name>\_ your company uses.

EDUCATION

**Bachelor of Science in Business Administration (Minor in Marketing)** May 2019*Lewis-Clark State College (LCSC)* ***|*** Lewiston, ID

EXPERIENCE

**Support Specialist** September 2019- Present*Idaho Food Bank* ***|*** Lewiston, ID

* Coordinate and supervise 15 volunteers during annual off-site food drives and food sort events to ensure efficient use of resources and effective execution of food drive objectives
* Manage donations by maintaining a cash database and sending thank you letters to donors to support activities that further the organization’s mission of providing food for all
* Compile information for over 30 food pantries in Nez Perce County and develop food assistance resource guides for distribution to 58 clients to provide helpful information for community partners

**Cashier’s Assistant, College Student Retention Program** May 2019-August 2019*Costco Wholesale | Portland, OR*

* Collaborated with a large employee team to excel in member service by locating products in an inventory system, responding to member requests and preferences, and ensuring the cleanliness and safety of the warehouse

**Office Assistant** October 2014- May 2019

LCSC Admissions Office | Lewiston, ID

* Coordinated with a staff of 13 professionals to support department events and execute project-based tasks effectively
* Developed and distributed marketing materials for events
* Exercised excellent communication skills to meet the needs of students, parents, and alumni through scheduling appointments, answering phone calls, and responding to specific requests and questions

**Peer Career Mentor** September 2014-May 2019*LCSC Student Employment Center | Lewiston, ID*

* Aided peers in developing professional documents through one-on-one appointments
* Promoted Student Employment services and events through presentations and peer interaction

COMMUNITY INVOLVEMENT

**Volunteer Mentor & Supervisor**

*McSorley Elementary School | Lewiston, ID* January 2016-May 2016

* Mentored 25 elementary school students while supervising a team of 10 college student mentors through weekly games and activities to foster meaningful relationships and expose students to the opportunity of higher education

SKILLS

* Bilingual: English/Spanish
* MS Office Suite
* Adobe Photoshop