

SAMPLE RÉSUMÉ – Transition from High School to College

TINA TUTOR

tutort@xavier.edu
(513) 111-9999

256 Lotus Park
Cincinnati, OH

OBJECTIVE Outstanding student with experience in print and online journalism seeks opportunity to utilize my knowledge and enthusiasm to enhance departments' exposure and effectively communicate upcoming events

EDUCATION XAVIER UNIVERSITY Cincinnati, OH
BACHELOR OF ARTS Anticipated May 2018
Double Major: English & Psychology
GPA: 3.6/4.0

WINTON WOODS HIGH SCHOOL Cincinnati, OH
GPA 3/9/4.0 June 2014
Class Rank 3/267

HONORS Xavier Scholar
Milton Ryker Scholarship

*Using the "Tabs" feature in
Microsoft Word is helpful
when aligning dates!*

EXPERIENCE **SKYLINE** Cincinnati, OH
Server: June 2014 to Present

- Developed excellent customer service skills through efficient attentive and friendly service to customers in a high volume restaurant
- Coached three new hire's in all areas of the restaurant including dine-in, carry out and health/safety requirements
- Attended monthly team meetings and participated in creating ways to enhance customers experience

PRIVATE FAMILY Cincinnati, OH
Childcare Provider: May 2013-August 2013

- Created fun and educational activities according to parents instruction for three children four days a week
- Provided nutritious meals and safely transported children to activities including lessons in music and swimming

ACTIVITIES

- Yearbook –Served on H.S Yearbook committee three years-VP Junior year President Senior year
- Warrior News- Wrote column for biweekly school newspaper concerning national and local environmental issues
- Intramural Sports- Played on intramural softball, tennis and volleyball teams Freshman through Senior year

SERVICE Food Store Volunteer

SKILLS Computer: Word, Access, Excel, HTML, PowerPoint
Proficient in Twitter, Tumblr, Flickr, Instagram and Pinterest