

Sparky Sun Devil

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Summary

Highly motivated first year student majoring in Business Communications with a strong background in cross-cultural communication seeking Desk Assistant position with University Housing.

Education

Bachelor of Arts in Business Communications

Arizona State University, Tempe, Arizona

Dean's List Fall 20XX

May 20XX

GPA: 3.46

Professional Experiences

Private Tutor, Mesa, Arizona

August 20XX – Present

- Provide one-on-one and group tutoring in the subjects of Math, Science and English
- Effectively communicate with 15 students regarding their academic needs
- Constantly improve teaching skills based on feedback from students and remaining updated with best practices to ensure students were receiving the best information

Volunteering and Community Involvement

Volunteer, Devil in Disguise, Arizona State University

August 20XX – Present

- Distribute food and water to the homeless shelter in Phoenix
- Enhance the overall sustainability of the Polytechnic campus by assisting with the community garden harvest
- Collaborate with 20 other students during the weekends to help distribute fruits and vegetables to the public

Swimming /Computer Instructor, Dobson High School, Mesa, Arizona

August 20XX – May 20XX

- Served as a swimming instructor to beginner class
- Communicated with 10 students, ages ranging from 7-18, about swim safety and techniques
- Led a team of three for the swimming tournament in Phoenix metropolitan area resulting in 2nd place
- Taught Microsoft Office Suite to students to help them with their presentation skills

Library Assistant, Mesa Public Library, Mesa, Arizona

May 20XX- August 20XX

- Promoted early literature proficiency by reading to preschoolers
- Provided administrative assistance to library associates to maximize efficiency
- Managed various library gift shop operations resulting in higher quality customer service

Skills & Certifications

Technical Skills: Microsoft Office 20XX (Word, PowerPoint, Excel, Outlook), Intermediate Spanish

Certifications: CPR Certification, exp. January 20XX, First Aid Certification, exp. January 20XX