**Sample Student**

806.555.1234, s.student@gmail.com

**PROFESSIONAL SUMMARY**

Accomplished and energetic Amarillo College student with a solid history of achievement working within customer service oriented positions. Motivated leader with strong organizational skills and communication skills, and comfortable working with MS Office applications.

**EDUCATION**

Associate of Science: Theatre, Expected May 2022

Amarillo College - Amarillo, TX

**EXPERIENCE**

**Student Technician**, August 2018 – Present

Amarillo College, Amarillo, TX

* Design and create sets for productions while working with multiple individuals to craft a cohesive set
* Assist with costume fittings for actors and actresses
* Focus lighting and hung lights for all theatre arts productions

**Sandwich Artist**, September 2017 – March 2018

Subway, Borger, TX

* Provided consistent friendly guest service and heartfelt hospitality
* Handled all guest concerns and complaints promptly and empathetically
* Demonstrated integrity and honesty while interacting with guests, coworkers, and managers
* Prepared a variety of foods according to customers’ orders and maintained portion control
* Maintained high standards of customer service during high-volume, fast-paced operations

**Retail Sales Representative**, Seasonal 2016

Verizon, Colorado Springs, CO

* Engaged in discussions with customers, asked questions and listened intently in order to make the best recommendation for their wireless needs
* Processed sales orders, explained Verizon services, and inputted information into database
* Completed all cleaning, stocking, and organizing tasks throughout the store

**Ordering Specialist**, December 2014 – July 2016

SYNQ3 Restaurant Solutions, Colorado Springs, CO

* Took and placed food orders nationwide for a multitude of restaurants
* Verified that information in the computers was up-to-date and accurate
* Developed effective relationships with all call center departments through clear and friendly communication

**COMMUNITY INVOLVEMENT**

**Teacher’s Aid**, August 2016 - Present

Hillside Christian Church, Amarillo, TX

* Engaged in discussions with customers, asked questions and listened intently in order to make the best recommendation for their wireless needs