**Name** (First/Last)

123 North Silverdale Drive, Apt. 25, Johnson City, TN 37605

423-555-5555 (Cell) | LinkedIn | name@etsu.edu

**Business Experience**

**Area Manager** Jul 2018 – Present

ABC Foods, Inc., Kingsport, TN

* Supervising a staff of 6-8 employees and reported to the store manager
* Resolving service-related difficulties and encouraged a positive environment for our patrons

**Sales Associate** Sep 2016 – Jun 2018

AAA Company, Johnson City, TN

* Met or exceeded set goals regularly
* Selected as Sales Associate of the month on two occasions

**Additional Experience**

**Youth Assistant** Nov 2014 – Apr 2016

Girls Inc., Johnson City, TN

* Maintained a safe and positive environment

**Coach** Jun 2013 – Jul 2016 (summers)

AAU Basketball Summer Program, Knoxville, TN

* Communicated effectively with families, media outlets, and players
* Focused on teamwork, conditioning, and achieving goals for individual development

**Professional Development**

Seminars: Working with Disabilities, ETSU, Safety First – Girls Inc.

 Software: Windows 10, Microsoft Office, Adobe Creative Suite, Facebook, Twitter, LinkedIn,

 Zoom, Microsoft Teams

 Certifications: CPR, First Aid, AED - American Heart Association (2019 – 2021)

 Training: Diversity Workshop, Sexual Harassment Prevention - ETSU,

 Safety First - Girls Inc.

**Education**

**Bachelor of General Studies** May 2016

East Tennessee State University (ETSU), Johnson City, TN

 Honors: Golden Key International Honour Society

 Selected Courses: Course Title, Course Title, Course Title, and Course Title

 **Associate of Arts in English,** GPA: 3.5 May 2014

 Northeast State Community College (NSCC), Blountville, TN

**Activities and Community Involvement**

 Johnson City Elementary School Volunteer, Johnson City, TN 2019 – Present

 Basler Center for Physical Activity (Fitness Training), ETSU 2016

 President’s Pride Volunteer, ETSU, Johnson City, TN 2016

 Willow Creek Park Volunteer, Johnson City, TN 2015

 Habitat for Humanity Volunteer, Knoxville, TN 2014