**Student Name**

423-555-5555 (Cell) | name@gmail.com

LinkedIn address (Optional)

**Education**

**Bachelor of Science in Psychology,** GPA: 3.5 , May 2024

Minor: **Sociology**

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

Honors:Dean’s List (2019-2020), HOPE Scholarship

**Experience**

**Sales Representative,** Gentry Clothing Store, Johnson City, TN, May 2021– Present

* Coordinating sales with manufacturing sources
* Assisting the manager in planning and meeting sales goals
* Verifying inventory of products on hand and stocked new merchandise
* Assisting customers with selections and resolved concerns
* Attending ongoing paid training to ensure continued success

**Summer Camp Counselor,** The Camp, Johnson City, TN, 2018– 2019 (summers)

* Planned, organized, and presented activities to stimulate mental, physical, and social skill development in children aged 8-14
* Maintained confidential records of participants and shared progress with staff
* Helped write and implement a weekly schedule for campers
* Followed all emergency procedures associated with the camp program

**Professional Development**

Training: Diversity, Conflict Resolution, Safety – ETSU LinkedIn Learning

Software: Windows 11, Microsoft Office, Minitab and SPSS (statistics), Facebook, Twitter, LinkedIn, Instagram, Webpage Development

Certifications: CPR, First Aid, AED – American Heart Association

**Activities and Community Involvement**

Red Cross Volunteer of the Year, Johnson City, TN

President, APO Service Fraternity at ETSU

Coordinator, Susan P. Komen for the Cure 5K Road Race