FirstName LastName

Baltimore, MD   410-222-2222   tstudent@gmail.com

Education
Bachelor of Science, Business Administration   May 20XX
Towson University, Towson, MD
- Concentration in Management, Minor in English
- GPA: 3.65
- Leadership: President, student cultural organization, Sept. 20XX-May 20XX; Community Service Chair, student cultural organization, Sept. 20XX-May 20XX; Vice President, Marketing, Project Management Assn, Aug. 20XX- Jan. 20XX

Related Experience
Student Consultant for CBE Student Academic Services   Aug. 20XX-present
Towson University College of Business & Economics (CBE), Towson, MD
- Organize mentoring teams for first-year and transfer students
- Arrange admissions events and CBE events on a weekly basis for up to 150 attendees
- Create and deliver presentations to business classes and academic department chairpersons
- Advise CBE students about class selection, registration, course petitions, graduation requirements and necessary paperwork

Student Assistant   May 20XX-Jan. 20XX
The Career Center at Towson University, Towson, MD
- Collaborated with internship coordinator to establish job shadowing programs
- Assessed students' needs to schedule appropriate appointments using Outlook
- Guided students and visitors in conducting job searches on the Handshake job and internship database and navigating Career Center website
- Supervised six other student assistants

Customer Service Experience
Office Assistant   Aug.-Dec. 20XX
Towson University Dining Services, Towson, MD
- Collaborated with Human Resources to transmit accounts payable and invoices
- Advised hourly employees concerning payroll issues; answered employees' and visitors' questions via phone, email and website

Honors
- Nominee, Student Employee of the Year, Mar. 20xx
- Member, Phi Eta Sigma National Honor Society, Apr. 20xx
- Recipient, Certificate of Leadership for Government Connection Program, May 20xx

Skills
- Certified in Microsoft Excel and HubSpot
- Internet networking tools: Facebook, LinkedIn, blogging, Twitter, website design (Adobe Dreamweaver)
- Fluent in French; conversational in German