

# College Student

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## Summary

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Second-year business major with a 3.6 GPA balancing 20 hours of part-time work with campus leadership, seeking an internship to apply coursework in marketing analytics and project coordination.

## Experience

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### Student Shift Lead, University Dining Services

2024 – Present

City, ST

- Led a 6-person student crew during peak meal service, coordinating stations to serve 400-plus diners per shift.
- Trained nine new student workers on point-of-sale, food-safety, and closing procedures.
- Reconciled a register drawer to the penny across more than 200 shifts with zero shortages.
- Adjusted scheduling coverage during exam weeks to keep service staffed despite frequent callouts.
- Resolved customer complaints on the spot, raising the dining hall's monthly satisfaction rating.
- Maintained a 3.6 GPA while working roughly 20 hours per week year-round.

### Social Media Coordinator, Campus Marketing Club

2023 – Present

City, ST

- Grew the club's Instagram following from 300 to 1,400 in one year through a consistent posting calendar.
- Designed event graphics in Canva that lifted attendance at three campus events by an average of 35%.
- Drafted and scheduled weekly posts, applying segmentation concepts learned in a marketing course.
- Tracked engagement metrics in a shared sheet and reported trends at monthly officer meetings.
- Coordinated a cross-club collaboration that doubled reach for a joint fundraising drive.
- Recruited four new members by running an information table during orientation week.

## Education

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**Bachelor of Business Administration (Expected 2027), Major in Marketing; GPA 3.6; coursework in marketing analytics, statistics, and project management.**

State University — City, ST

## Certifications & Licenses

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ServSafe Food Handler

## Skills

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Time management · Microsoft Excel · Customer service · Social media management · Canva design · Team leadership · Data tracking · Cash handling · Written communication · Project coordination · Adaptability · Google Workspace