**Ima Freshman**

ifreshman@coastal.edu ~ 540-555-5555

123 SC Street, My Home Town, SC 12345

**OBJECTIVE**

Organized and outgoing student with customer service experience seeking a work-study position on campus

**EDUCATION**

Bachelor of Science program, Coastal Carolina University May 2021

Marine Science Pre-Major

LIFE Scholarship recipient

*[After your first semester, you will also list your GPA if 3.0 or higher, Dean’s List,*

*concentration, minors, and relevant courses]*

Conway High School, Conway, SC June 2017

Graduated in top 10% of class

GPA 3.95/4.00

*[After freshman year, you will delete your high school from your resume]*

**EXPERIENCE**

Sales Associate (seasonal) April 2015–Present

Ann Taylor Outlet, Myrtle Beach, SC

• Provide excellent customer service assisting patrons in merchandise selection

• Assist in orientation for new associates and work between departments as needed

• Operate the cash register and follow secure shift transition procedures

Volunteer June 2012 – August 2013

Myrtle Beach Nursing Home, Myrtle Beach, SC

• Delivered messages and newspapers to patients with a smile

• Provided assistance and information to family and guests visiting the hospital

**SKILLS**

• Proficient in Microsoft Word, Excel and PowerPoint and familiar with Microsoft Publisher

• Effective use of social media (Twitter, Facebook, Pinterest) for information and event promotion

• Customer Service and Caring Communication training completed for work and volunteer roles

**ACTIVITIES AND HONORS**

• Coastal Carolina University, Freshman Hall Council Representative Fall 2017-present

• Coastal Carolina University Ultimate Frisbee Club Fall 2017-present

Conway High School

• National Honor Society Inducted Spring 2017

• Tennis Team (Captain, 2017 and Single AA Championship 2016) 2015-2017

• Marching Band, Drum Line 2015-2016

*[Remember to remove high school information after freshman year]*