

YOUR NAME

123 Your Street, Your City, Your State, 12345
+1 (111) 222 3333
xxxxx@mailbox.sc.edu

OBJECTIVE

Seeking an internship to gain experience in business

EDUCATION

MOORE SCHOOL OF BUSINESS, University of South Carolina
Bachelor of Science, Business Administration
Major: Economics, Spanish
GPA: 3.864

Columbia, SC USA
May 2011

SCHOLARSHIPS AND HONORS

Capstone Scholar, Dean's List, Cooper Scholarship, Awarded NC Teaching Fellows Scholarship

EXPERIENCE

TEXAS STEAKHOUSE AND SALOON
Host/Server

Mooreville, NC USA

May 2005 - August 2008

Greeted and interacted with guests as well as providing general assistance to customers. Prepared food and promoted sales by means of suggestive selling with about a 20% success rate.

- Operated the computers accurately and maintained responsibility for handling money.
- Learned conflict resolution skills involving differences of interests with customers and coworkers.
- Communicated transactions and took appointments with customers by phone.
- Trained new employees in the host position to provide them with adequate skills.

LAKE NORMAN ROOFING AND CONSTRUCTION

Mooreville, NC USA

Roof Repair

May 2008 - August 2008

Performed roof repair on residential houses and buildings as well as some construction work.

- Engaged in renovation, maintenance, and construction of private households.
- Collaborated with supervisor and crew members to ensure tasks were properly executed.
- Remained collected and focused even when working in hazardous environments.

SERVICE

ROCKY MOUNT MISSION TEAM

- Traveled to Kentucky, Oklahoma, Mississippi, New York, and Indiana.
- Formed close working relationships with mission team members.
- Established a daytime program for children and extended aid to needy families.

LANGUAGE Basic Proficiency in Spanish

IT SKILLS Microsoft Windows, Word, Excel, and Powerpoint

TRAVEL Canada, Mexico, Cayman Islands, Honduras

ACTIVITIES Green Learning Community, Hall Government Secretary of Green Quad

INTERESTS Environmentalism, Music, Exercising