Scranton, PA 18510

**Student Name** 555-555-5555 | studentname@gmail.com

**EDUCATION**

**The University of Scranton, Scranton, PA Expected May 2024**

*Bachelor of Arts in Communication, Minor in Social Media Strategies*

* Cumulative GPA: 3.60/4.00 | Dean’s List | Faber Scholarship

**CAMPUS INVOLVEMENT**

**99.5 WUSR Scranton Radio Station, The University of Scranton, Scranton, PA** **Fall 2022 – Present**

*Radio DJ*

* Serve as week-night DJ for the University-run radio station reaching the Scranton campus and surrounding Northeast PA area
* Collaborate with team of students to create nightly playlists, media, and content

**The Aquinas Newspaper, The University of Scranton, Scranton, PA** **Fall 2021 – Present**

*Editor:* *Community*

* Curate content for Community section for University’s campus newspaper
* Work under time constraints and schedules to submit relevant material

**LEADERSHIP**

**Office of Residence Life, The University of Scranton, Scranton, PA Fall 2021** – **Present**

*Resident Assistant*

* Assess and respond to the needs of 30 residents on floor
* Create, plan, and implement educational and recreational programs
* Act as a liaison between residents and the Office of Residence Life
* Counsel peers on personal, academic, and career concerns while upholding university policies

**Center for Student Engagement, The University of Scranton, Scranton, PA Summer 2022**

*Orientation Assistant*

* Participated in 50+ hours of training on group dynamics, diversity and conflict management
* Managed logistics for Orientation and Fall Welcome programs
* Mentored incoming first year and transfer students

**EMPLOYMENT**

**TGI Friday’s, Bensalem, PA Sept. 2022** – **Present**

*Host/Hostess*

* Identify and address customers’ needs in a timely and orderly manner
* Tend to dissatisfied customers to clarify and resolve problems
* Keep personal station and restaurant environment clean and fully supplied
* Demonstrate a positive, friendly disposition while communicating with customers

**SKILLS**

Social Media Marketing (Facebook, Instagram, LinkedIn, YouTube, Twitter) | Canva | Adobe Photoshop | Microsoft Office Suites (Excel, Word, PowerPoint) | iOS & Windows Operating System | Event Planning

**LANGUAGES**

Fluent in English and Spanish

**CERTIFICATIONS**

Adobe Photoshop Certified (Jan. 2023)