**Ralphie Firstyear**

1 Colorado Road, Boulder, CO 80309  
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303-555-1234

**EDUCATION**

**University of Colorado Boulder – Leeds School of Business** May 2020

Bachelor of Science in Business Administration

Minor in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Coursework includes: The World of Business, Microeconomics, Macroeconomics, Calculus,  
  Business Communications

**Durango High School**, Durango, CO June 2016

AP Scholar with Distinction; National Merit Finalist

**EXPERIENCE**

**Noodles & Company**, Boulder, CO November 2015 – Present

*Associate*

* Explain menu options, operate cash register, and assist with preparing orders
* Interact with customers in a friendly, professional manner
* Scored 97-100% for cash register accuracy; awarded top rank among part-time staff

**Moo Ice Cream**, Durango, CO April 2015 – August 2015

*Scooper*

* Provided friendly customer service in family environment
* Handled cash transactions and balanced the register nightly
* Monitored inventory and assisted with reordering inventory

**City Basketball League**, Durango, CO May 2014 – July 2014

*Basketball Referee*

* Organized and refereed matches for 8-11 year olds playing in the city soccer league
* Communicated effectively with players, parents and league officials

**COMMUNITY SERVICE**

**Durango Community Hospital**, Durango, CO September 2014 – August 2065

*Volunteer*

* Performed over 200 hours of community service
* Assisted visitors to the hospital with questions, confirmed appointments and transported patients to departments by wheelchair if necessary

**LEADERSHIP AND ACTIVITIES**

* Varsity Basketball, Captain, awarded 3 varsity letters and all-state honors Fall 2012 – Spring 2016
* Durango High School Yearbook, Sports Editor Fall 2015 – Spring 2016
* FBLA, Head of Member Relations Fall 2014 – Spring 2016

**SKILLS**

* Strong knowledge of Microsoft Word, Excel and PowerPoint
* Experienced using social media platforms including Facebook, Twitter and Instagram
* Basic proficiency in Spanish