**Ralphie Firstyear**

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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, Data Analysis,  
  Communication Strategy, Mathematical Analysis in Business

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

AP Scholar with Distinction; National Merit Finalist

**EXPERIENCE**

**Noodles & Company**, Boulder, CO November 2016 – 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 excellent customer service in busy environment, serving more than 100 customers per hour
* Handled cash transactions, operated Point of Sale system, 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 basketball league
* Communicated effectively with players, parents and league officials

**LEADERSHIP & ACTIVITIES**

**Leeds Peer to Peer Mentoring Program**, Boulder, CO August 2016 – Present

*Mentee*

* Meet weekly with an upperclassman in the Leeds School of Business to discuss life on campus, areas of study, and career aspirations to help ease the transition from high school to college

**Durango High School Varsity Basketball**, Durango, CO October 2014 – May 2016

*Captain (Player from 2012)*

* Led team of 35 players to state finals two years in a row
* Dedicated 20 hours per week in season to practice and games while maintaining a full course-load

**SKILLS**

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