

Ralphie Firstyear

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

EDUCATION

University of Colorado Boulder – Leeds School of Business

June 2019

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 2015

AP Scholar with Distinction; National Merit Finalist

EXPERIENCE

Noodles & Company, Boulder, CO

November 2014 – 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 2014 – August 2014

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 – July 2013

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 2013 – August 2015

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 2011 – Spring 2015
- Durango High School Yearbook, Sports Editor Fall 2014 – Spring 2015
- FBLA, Head of Member Relations Fall 2013 – Spring 2015

SKILLS

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