## EDUCATION

University of Colorado Boulder Boulder, CO

B.S. Business Administration May 20XX

Emphasis: Marketing

GPA: 3.48/4.00, Dean’s List

## EXPERIENCE

Assistant Manager; *Pop’s Deli*, Boulder, CO June 20XX - Present

* Supervise service staff of 10 employees and coordinate schedules.
* Order $1,000 in weekly supplies, inspect inventory and maintain supply levels.
* Train new employees, advise on company policies and procedures.
* Increased sale by more than 10% for three consecutive years.

Supervisor; *Gator Pools*, Gainesville, FL May 20XX - Aug 20XX

* Assisted with supervision of locally popular pool facility, serving 300+ customers daily.
* Organized and operated concession stand, sold up to $400 in products daily.
* Provided excellent customer service and problem solving for customer inquiries.

## LEADERSHIP EXPERIENCE

Peer Teaching Assistant (PTA); *University of Colorado*, Boulder, CO Jan. 20XX - Dec. 20XX

* Presented weekly in front of a classroom audience of 30+ students.
* Selected among 50 applicants to teach and mentor students on their weekly assignments.

CU American Marketing Association; University of Colorado, Boulder, CO Sept. 20XX - Aug. 20XX

* Participated in weekly meetings and speaking engagements conducted by marketing executives.

## ADDITIONAL EXPERIENCE

Nanny; *Brady Family*, Gainesville, FL Sept. 20XX - May 20XX

* Supervised two children ages six and seven, provided daily childcare and developed after school activities.

## SKILLS

Computer: Proficient with Microsoft Word, Excel, PowerPoint, HTML

Language: Beginning Spanish