

Jane Doe

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OBJECTIVE:

A position where there is a need for an individual with extensive written/oral communication skills, strong people skills, confident with public interaction, excellent customer relations, and the ability to lead and supervise employees.

COMPETENCIES:

Human Resources	Training	Management Reports
Event Planning	Supervision	Conflict Resolution
Guest Relations	Evaluation	Scheduling

EDUCATION

Edgewood College, Madison, Wisconsin 2017

- Bachelor of Arts Degree
- Major: Business

WORK EXPERIENCE

Edgewood College, Madison, WI
Work Study- Foreign Language and Communication Department 2016- current

- Provide and assist students with review lessons to ensure maximum understanding of course material and the improvement of test scores
- Aide professors with lesson plans and provide necessary materials for classes

The Complete Bridal Salon and Plaza, W. Dundee, IL 2014-2016
Shelley's Bridal Couture, W. Dundee, IL
Consultant

- Applied knowledge of language and cultural diversity awareness in order to develop rapport and trust among customers
- Followed up on customer questions and issues to ensure top quality customer care in turn procuring customer loyalty
- Oversaw sales, operations, and personnel functions to guarantee maximum profitability
- Consulted clientele in the selection, size, and purchase of bridal apparel
- Assisted selection process of upcoming bridal and prom fashion lines

Child Caretaker, Monticello, IN 2012-2013

- Supported the development of children while ensuring a safe environment
- Educated children on making healthy choices using interactive activities
- Maintained open communication with parents informing them of their child's progress

VOLUNTEER WORK

- **Un Techo Para mi Pais, Uruguay:** Constructed a home alongside the family 2016
- **Community Service:** Created a radio program with Uruguayan students 2015
- **Parkview Elementary:** Bilingual assistant for the Physical Education Dept. 2014
- **Allied Dr. Learning Center:** Tutored Spanish-speakers on their English` 2013
- **Migrant Education Program:** Provided bilingual daycare for children 2013

HONORS AND ACTIVITIES

- Presidential Scholarship Recipient
- Honors Student
- Dean's List
- Photographs published in Edgewood College's annual art literary magazine
- Presented on the topic of "Feminism in Spain" at a conference