

Your Name

123 Fourth St. ▪ Hays, Kansas 67601
555-555-1234
name@mail.fhsu.edu

Education

Bachelor of Business Administration in Management, May 20xx
Concentration: **Human Resource Management**
Fort Hays State University, Hays, KS
GPA 3.52 on 4.0 scale

Qualifications

- Excellent communication skills, good with details, great at learning new skills, and exceptional organization skills
- Experience with Microsoft Office; HRIS software; Canva

Internship Experience

HR Store Specialist Internship, January 20xx-Present
Dillons, Hays, KS

- Support and coordinate recognition programs with corporate office
- Payroll administration, including submission of accurate and timely information
- Oversee completion of all new hire paperwork
- Assist with scheduling and communication of annual health screenings

Work Experience

Member Services Representative, May 20xx-January 20xx
Center for Health Improvement, Hays, KS

- Responsible for implementing sign ups with new members and coordinating tours
- Assist with promotion of wellness classes and provide customer service at snack bar

Student Assistant, August 20xx-May 20xx

Student Affairs, Fort Hays State University, Hays, KS

- Supported office staff through data entry, filing, and helping with special projects
- Served as a point of contact in answering phones and greeting office visitors

Lifeguard, Summers 20xx-20xx

Hays Aquatic Park, Hays, KS, KS

- Ensured safety of patrons of the aquatic facility
- Prevented and responded to emergencies

Activities/Volunteer Experience

- FHSU SHRM, Vice President
- Tiger Deb Dance Team, Captain
- Big Brothers, Big Sisters

Your Name

5555 Sixth St.
Hays, KS 67601

(785) 555-5555
name@mail.fhsu.edu

EDUCATION

Bachelor of Business Administration in Management, May 20xx
Certificate in **Leadership**
Fort Hays State University, Hays, KS
GPA 3.74 on 4.0 scale

Associate of Science, May 20xx
Barton County Community College, Great Bend, KS

QUALIFICATIONS

- Exemplify leadership through the planning of organizational membership drives and events
- Proficient in Excel, PowerPoint, and Adobe Publisher
- Bilingual in Spanish

RELEVANT EXPERIENCE

Assistant Manager, August 20xx-Present
Casey's General Store, Hays, KS

- Handle daily bookwork and count inventory
- Prepare store for opening and closing
- Assist with supervisor of over 15 employees and manage scheduling
- Provide customer service and sales training to new hires

Management Trainee Intern, Summer 20xx
Enterprise Holdings, Wichita, KS

- Provided exceptional customer service in assisting customers with vehicle and coverage options
- Created rental contracts in accordance with company policies
- Managed vehicle fleet ensuring proper inventory and maintenance
- Served as part of a committee to develop new sales and marketing plans
- Handled customer concerns to ensure safety and satisfaction

Night Time Shift Manager, October 20xx-May 20xx
Pizza Hut, Hays, KS

- Responsible for the operations of the evening shift which included six crew-members
- Ensured customer satisfaction through prompt, cordial service
- Performed closing duties of restaurant, including clean-up and drawer balance

INVOLVEMENT

- Collegiate DECA, President
 - Increased membership during time served by 20%
- Cross Country, Barton County Community College
- Red Cross Blood Drive