**First Name Last Name**

Lakeland, FL

[name@yahoo.com](mailto:name@yahoo.com)

(000) 000-0000

**EDUCATION**

**Florida Southern College**, Lakeland, FL

*Bachelor of Arts in Elementary Education,* Expected Graduation December 2023

Minor: Spanish

GPA: 4.0/4.0

* Presidents Scholar’s List: Fall 2019

**Scholarships:** Watson Scholarship Recipient

**WORK EXPERIENCE**

**The Terrace Hotel**, Lakeland, FL

*Front Desk Attendant,* Fall 2019 – Present

* Bullet Statement = (Action Word + Task) + Result
  + Example Bullet Statement: Provided (Action Word) high quality customer service (Task), creating a positive and luxurious experience for each guest (Result)
* Use 2-4 bullets to write statements that highlight relevant skills and accomplishments

**VOLUNTEER EXPERIENCES**

**PACE Center for Girls**, Lakeland, FL

*Volunteer,* December 2019

* Bullet Statement = (Action Word + Task) + Result
  + Example Bullet Statement: Established (Action Word) relationships with a group of girls ranging from 7-14 years old (Task), providing support during activities and classroom discussions(Result)
* Use 1-3 bullets to write statements that highlight relevant skills and accomplishments

**CAMPUS INVOLVMENT**

**Student Government Association**, *Senator*

**Hispanic Appreciation Club (EPA)**, *Member*

**Campus Outreach**, *Member*

**SKILLS**

**Computer Skills:** Advance in Microsoft PowerPoint & Word; – Intermediate in Microsoft Excel; Adobe InDesign – Beginner in Adobe Photoshop & Illustrator

**Certifications:** CPR & First Aid

**Language:** Conversational in Spanish

**Transferable Skills:** Time Management, Teamwork, Customer Service, Verbal & Written Communication