

## **First Name Last Name**

100 4<sup>th</sup> Avenue  
New York, NY 10000  
(555) 555-5555  
firstlast@email.com

### **EDUCATION**

#### **Hunter College, City University of New York**

Bachelor of Arts, Intended Major: Political Science

**Expected 6/2023**

### **EXPERIENCE**

#### ***Member***

**9/2019 - 11/2019**

#### **Bridges Team, Hunter College, New York, NY**

- Conducted online research to identify each presidential candidate's position on leading issues and interests for the 2016 election
- Surveyed and interviewed staff and students about their knowledge of each candidate's views on issues such as racism, immigration, police brutality, and other topics of interests
- Worked with other team members to develop series of web pages and short videos to make available to students and to present at the Policy Conference for Social Issues

#### ***Vice President/ Member***

**10/2015 - 6/2019**

#### **Student Council, Flushing International High School, Queens, NY**

- Worked with President and Treasurer to prepare calendar and budget
- Assisted the President in preparing meeting agendas and assumed leadership in the President's absence
- Represented student body's interests and concerns with teachers, the principal, and other school officials
- Helped raise funds for school-wide events and community service programs, including the Homecoming Parade and Dance and Pancake Breakfast for Child Poverty

#### ***Participant***

**6/2018 - 7/2018**

#### **National Student Leadership Conference, Washington, DC**

- Learned about the challenging complexities of the American political system
- Worked with other participants to create a mock bill and pushed to get it moved from the committee to the Senate floor through powers of persuasion and negotiation skills
- Strategized with team to develop an action plan to secure our presidential candidate's success in a fast-paced mock Presidential campaign
- Met with select US government officials, interest group leaders, and political campaign experts

### **SKILLS**

**Language:** Fluent in Punjabi and Hindi

**Computer:** Microsoft Office Suite (Excel, PowerPoint, Access, Outlook, and Word)

### **ACTIVITIES**

**Girls Varsity Softball, Flushing International High School, Queens, NY**

**9/2017 - 6/2019**

**Chess Club, Flushing International High School, Queens, NY**

**9/2018 - 6/2019**

# First Name Last Name

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## EDUCATION

**Hunter College**, City University of New York

Bachelor of Arts in Media Studies, GPA: 3.30 – Expected June 2020

*Relevant Coursework:*

Introduction to Media Studies

Television Culture

Propaganda and the Mass Media

Reporting and Writing I

Digital Design and Usability

Journalism as Literature

Media Ethics

Media and Film in a Digital Age Pts. I & II

## SKILLS

Well-versed in Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Illustrator; Final Cut Pro

Fluent in Spanish

## EXPERIENCE

**Maitre D' & Hostess** | *Alta Linea*

New York, NY — June 2019 - Present

- Greet guests and patrons personally to foster welcoming environment
- Contribute to descriptions of menu items on company website
- Assist in the management of company social media to expand customer base
- Manage front desk during busy shifts and keep the restaurant organized
- Prepare dining rooms in accordance with reservations
- Assist in troubleshooting customer issues in a high-energy environment with a positive and professional attitude

**Hostess** | *Blue Ribbon Brasserie*

New York, NY — March 2019 - June 2019

- Offered appropriate seating arrangements to accommodate guest needs
- Ensured the quality and quantity of menus was sufficient to cater the number of guests expected
- Relayed orders to the kitchen and ensured all orders were filled in a timely and accurate fashion

**Counter Staff** | *Eataly*

New York, NY — July 2017 - March 2019

- Facilitated the guest experience by sharing knowledge of fine French cuisine
- Created all hot and cold beverages with wide range of knowledge of all espresso drinks
- Gift wrapped catering orders and labeled and maintained inventory in an orderly fashion in accordance with the FIFO method
- Developed an intimate understanding of French gourmet products

**Sales Associate** | *Socks Unlimited*

New York, NY — August 2015 - May 2017

- Assisted customers in product selection in order to achieve daily sales goals
- Counted and collected money from drawer to prepare bank deposits every closing shift
- Received shipments from and issued transfers to other stores on a daily basis

**References Available Upon Request**

