

First Last - Sample 4 [CLICK HERE FOR THIS FORMAT](#)

Portland, OR | sample@up.edu | 000-000-0000

Profile

Highly motivated University of Portland History major with strong communication, problem-solving, and customer service skills. Proven ability to build rapport and deliver exceptional service through diverse experiences in library services, tutoring, and retail.

Education

University of Portland, Portland, OR May 20XX
Bachelor of Arts, History GPA (optional unless requested)
○ President's Scholarship

Academic Experience

Non-Western Seminar, Meiji Restoration Spring 20XX
○ Engaged in collaborative discussions and presentations, enhancing understanding of cultural contexts and historiographical debates related to Japanese history.
○ Researched and wrote paper exploring the Meiji Restoration, applying different historical perspectives to analyze four primary sources.

Global Migration, Migration Trend Analysis of Uganda Fall 20XX
○ Gained an understanding of the historical and contemporary factors driving migration patterns.
○ Analyzed the impact of migration policies on individuals and communities.
○ Developed research skills through the examination of migration data and case studies.
○ Enhanced critical thinking by evaluating different perspectives on migration issues.
○ Learned to communicate complex concepts effectively in presentations and written reports.

Related Experience

Circulation Assistant, Clark Library at the University of Portland, Portland, OR May 20XX - Dec 20XX
○ Responded to numerous patron inquiries each day and addressed complex customer questions while ensuring high-quality service.
○ Managed and organized library materials for the check-out process and assisted patrons with borrowing items efficiently.

Co Pilot Tutor, Learning Commons at the University of Portland August 20XX - October 20XX
○ Tutored over 15 course-bound students in History and Political Science, leading to successful grade increases.
○ Collaborated closely with the Associate Director to develop creative initiatives that increased student engagement rates.
○ Established a safe & supportive learning commons environment, expanding tutoring reach to remote and on-site participants.

Cashier, Gomez Market, Los Angeles, CA May 20XX - August 20XX
○ Ensured a clean and organized working environment through regular maintenance and sanitation practices.
○ Contributed to revenue growth through effective sales techniques.
○ Demonstrated accuracy in transaction processing while managing food and snack sales, enhancing customer satisfaction.

Additional Experience

Member, University of Portland History Club August 20XX - May 20XX
Member, First Generation Students Club August 20XX - May 20XX
Athlete, University of Portland Intramurals August 20XX - May 20XX