

# First Last - Sample 3 [CLICK HERE FOR THIS FORMAT](#)

City, ST | 000-000-0000 | sample@up.edu

## PROFILE

Motivated student with broad customer service experience in fast-paced environments. Skilled in resolving customer concerns, effective communication, and problem-solving across pharmacy, education, and hospitality roles. Proven adaptability and commitment to delivering positive client experiences and ensuring satisfaction.

## EDUCATION

**University of Portland**, Portland, OR Expected May 20XX  
Bachelor of Science, Biology, Minor: Spanish

**University of Granada**, Granada, Spain May – August 20XX

## ACADEMIC EXPERIENCE

**Senior Capstone Project**, University of Portland January – May 20XX

- Evaluate the development of Parkinson’s disease in collaboration with Dr. Julia Ruppell
- Analyze data to draw meaningful conclusions and contributing insights to the project
- Highlight ability to independently contribute to scientific research and apply theoretical knowledge

**Undergraduate Research Assistant**, Menlo College, Atherton, CA January – May 20XX

- Developed a project on professional women’s basketball statistics in collaboration with Dr. Sean
- Conducted literature reviews, gathered data, and performed analysis using program R
- Demonstrated strong research acumen and attention to detail in supporting the project’s objectives

## RELATED EXPERIENCE

**Pharmacy Technician**, CVS, Beaverton, OR June 20XX – Present

- Resolve insurance-related issues and assists patients in understanding their coverage options
- Demonstrate professional filling of prescriptions and properly administering immunizations
- Help health care providers and patients by answering questions and resolving requests

**Substitute Teacher & Special Operations Aide**, Portland Public Schools, Portland, OR June 20XX – September 20XX

- Design engaging classroom tasks to reflect current learning and highlight student achievement in grades K-6
- Exhibit high skills in following sets of procedures and adapting to ever-changing circumstances
- Establish a positive classroom environment through effective discipline and a strong presence

**Waitress**, Giovanni’s, Redwood City, CA Seasonally 20XX

- Thrived in fast-paced conditions by multitasking between orders, serving tables, and processing payments
- Effectively communicated with kitchen staff to relay customer orders accurately
- Demonstrated exceptional customer service by providing a positive dining experience to patrons

**Hostess & Food Runner**, Menlo Tavern, Palo Alto, CA June 20XX – September 20XX

- Managed seating arrangements to optimize restaurant occupancy and minimize wait times
- Responded to customer inquiries, provided insights about the menu, and accommodated special requests
- Collaborated with kitchen to coordinate and time food delivery, contributing to overall customer satisfaction

## SKILLS

*Languages:* Spanish (conversational), English (native fluency)

*Programs:* R, SPSS, Excel, PowerPoint, Outlook, Teams, Adobe Photoshop, Illustrator, InDesign, Lightroom, Premiere Pro

*Social Media:* Instagram, Snapchat, TikTok, Facebook

## ADDITIONAL EXPERIENCE

**Member**, Active Minds, University of Portland August 20XX – Present

**Recipient**, University of Portland, President’s Scholarship August 20XX – Present