

Full Name

street address | city, state, zip code | phone number | email address

Profile

- Full time student athlete who balances academics, four year track career (three years as team captain), and part time work
- Calm individual who performs well under stressful conditions on and off the field
- Seeking business career using values of honesty, integrity, and servant leadership

Education

B.A., **Business**, Goshen College, Goshen, IN, April 20XX

Minor: Economics

GPA: 4.0

Leadership Experience

Purchasing Manager, Java Junction, Goshen College Goshen, IN Dates

- Manage inventory for student-run on-campus coffee shop serving over 1000 customers
- Purchase \$1,500 weekly of inventory and calculated cost of goods sold
- Work with six other managers in team setting

Resident Assistant Goshen College, Goshen, IN Dates

- Supervised floor of 26 residents, organized programs, enforced college policy
- Mediated and resolved issues on diversity, alcohol and drug abuse, academic performance and social acceptance
- Managed various administrative duties including maintenance requests, incident reports, and room transfers

Intercollegiate Athletics Goshen College, Goshen, IN Dates

- Thrower for track team; mentor and motivate incoming participants on new techniques to maximize potential
- Captain of co-ed intramural volleyball team; recruited seven talented athletes resulting in energized team cohesiveness
- Competitive member of intramural sports including soccer; led basketball team to 9-1 record

Voluntary Service

- Active participant through Appalachian Flood Restoration
- Painted interior of Habitat for Humanity's ReStore
- Prepared and contributed food for church's annual Relief Sale which totals \$500,000 in worldwide aid

Computer and Accounting Skills

- QuickBooks, MAX Tax software, HTML, and Access
- Adobe Photoshop, Illustrator, InDesign, and ImageReady