

Jane Smith  
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Objective: To obtain a position where I can use my strong writing, analytic thinking, and interpersonal skills to provide excellent quality service to clients.

Education: May, 2012 B.S., Political Science, University of Louisiana—Lafayette  
Minor: Philosophy

Professional Experience:

2010-2012 Evening Manager, Mom and Pop Convenient Store, Lafayette, LA,  
Responsible for all aspects of store functioning while working solo evening shifts. Responsible for safekeeping of money and closing store securely at end of shift  
2008-2010 Store Clerk, Mom and Pop Convenient Store, Lafayette, LA  
Cashiered, helped customers, stocked shelves, conducted inventory, cleaned facilities.

Extracurricular/Community Service:

2011-2012 UL-Lafayette Political Science Club Secretary  
Helped organize and publicize meetings and events; arranged guest speakers.  
2009-2011 Red Cross Volunteer, Lafayette, LA  
Helped provide emergency relief to hurricane victims in South Louisiana.  
2010-2012 Assistant Youth Paster, Our Lady of Grace Church  
Helped teach and counsel church youth; helped plan and manage church events.

Award and Honors

2011, 2012 UL-Lafayette Dean's List  
2011 Ebenezer McGillicutty Memorial Student Scholarship

Special Skills: Outstanding motivation and dedication to complete tasks with enthusiasm and energy; Strong interpersonal skills; Excellent writer and public speaker; Exceptional time-management and efficiency skills; Strong experience at initiating, planning, and implementing group projects and events; Conversational in Spanish; Comfortable with both PC and Apple software environments; proficient at word processing, spreadsheet use, and presentation software.