

Combination Resume Example

NEEDA JOB

Westminster, MD 21157
410-999-888
samstudent@carrollcc.edu

EDUCATION

Carroll Community College
Major: *Associate of Arts, General Studies*
Westminster, MD
Current

LEADERSHIP EXPERIENCE

Student Government Organization, *Senator*
Fall 2019-present

- Represent student body interests on college committees and to county legislators
- Plan awards for leadership banquet while coming in under budget

Soccer Club, *President*
Fall 2018 – Present

- Founding member; actively involved in weekly meetings and practices
- Oversee transportation coordination to and participated in intramural matches
- Recruit new club members at student involvement fairs and through social media
- Develop and manage club budget; presented budget requests to Finance Board
- Organized service project with English as Second Language students

Leadership Challenge
Fall 2018-Spring 2019

- Created online leadership portfolio through participation in leadership workshops and activities
- Attended statewide Student Leadership Conference, enhancing leadership skills
- Designed, organized and publicized Oxfam banquet to address world hunger

WORK EXPERIENCE

Carroll Community College
Student Employee, Information Desk
Westminster, MD
Fall 2018-present

- Utilize communication skills, providing excellent customer service to students, staff and community
- Operate busy multi-line phone system to quickly and accurately direct incoming inquiries

Olive Garden
Server
Westminster, MD
Spring 2016- Fall 2018

- Provided quick and accurate service to patrons using Curbside Service Window
- Completed cash and credit transaction, redeeming coupons and rewards points as needed
- Verified accuracy of order prior to delivery

SERVICE PROJECT

ARC of Carroll County
Fall 2008

- Prepared and taught employability skills, using various creative methods to increase understanding and retention

AWARDS AND HONORS

- Phi Theta Kappa Honor Society
Inducted 2019
- Dean's List
All semesters
- Leadership Award
2018
- Student Employee of the Year finalist
2018