**James Richmond**

555-555-5555 | Professional.email@gmail.com |123 Golden Bear Drive, Beckley, WV

# EDUCATION

***West Virginia University Institute of Technology*, Beckley, WV** Expected: May XXXX

*Regents Bachelor of Arts*

Major GPA: 3.5

# INTERNSHIP EXPERIENCE

***Marketing and Communications Intern*** May XXXX–August XXXX

*International Collegiate Travelers,* Washington, DC

* Assisted the Executive Director in the coordination of meetings, conferences and banquet functions
* Created and distributed of marketing information, including press releases to international clientele that
* helped increase sales by 30%
* Aided in the development and implementation of the internship and study abroad programs between both
* Italian and American High schools
* Proficient in Office Suite, Adobe Creative Suite, and HTML
* Time management, written and interpersonal communication, teamwork, and leadership
* Fluent in German and Italian

# WORK EXPERIENCE

***Shift Leader*** May XXXX–Present

*Texas Road House***,** Beckley, WV

* Provided exceptional menu knowledge and facilitated customer decisions to increase restaurant sales
* Consistently adhered to quality expectations and standards to exceed the monthly comment card scores
* Effectively communicated with kitchen staff and management on special requests, dietary needs and customer allergies

# SKILLS

* Proficient in Office Suite, Adobe Creative Suite, and HTML
* Time management, written and interpersonal communication, teamwork, and leadership
* Fluent in German and Italian

# HONORS & LEADERSHIP

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| --- | --- | --- |
|  | WVU Tech Dean’s List | December XXXX–Present |
|    | WV PROMISE Scholarship  Club Name: Role held | August XXXX–Present May XXXX–Present |