Roger Snuffy

(304) 246-1234 | Professional.Email@gmail.com | City, State

**EDUCATION**

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

*Bachelor of Science in Business Administration
Major: Management*

GPA: 3.6/4.0

**PROFESSIONAL EXPERIENCE**

**Wal-Mart** | Beckley, WV December XXXX–Present

*Shift Leader*

* Supervise daily employee work assignments
* Ensure customer satisfaction by collaborating with fellow employees to handle customer issues
* Coordinated store stocking procedures by directing fellow employees on their roles

**West Virginia Army National Guard** |Beckley, WV August XXXX–Present

*Motor Transport Operator*

* Collaborate to preparing vehicle for movement/shipment by air, rail or vessel
* Oversee and check proper loading and unloading of cargo on vehicles and trailers
* Manage the loading, unloading, and safety of personnel being transported between locations both nationally and internationally

**Olive Garden** |Beckley, WV May XXXX–August XXXX

*Waiter*

* Created positive guest experiences by effectively communicating special requests, dietary needs and customer allergies with kitchen staff and management
* Provided exceptional menu knowledge and facilitated customer decisions

**HONORS**

Dean’s List Spring XXXX–Present

Army Achievement Medal March XXXX

President’s List Fall XXXX and Spring XXXX

**TRAININGS**

Army Basic Combat Training | Ft. Jackson, SC XXXX

Advanced Individual Training (88M) | Ft. Leonardwood, MO XXXX

Air Assault School | Ft. Campbell, KY XXXX