

# 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

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