

Carlie Garcia

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

Bachelor of Science in Public Service Administration

Minor: Criminal Justice

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