

Izzy Islander (no paid positions)

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Objective

Business Administration student with leadership and customer service skills seeking the XYZ position with ABC company.

Education

Bachelor of Business Administration, GPA: 3.75
Texas A&M University – Corpus Christi

Expected Graduation: May 20XX

Incarnate Word High School, GPA: 4.0
San Antonio, TX

May 20XX

Skills (also consider lab, equipment, tools, etc.)

Software: Word, Excel, PowerPoint, Adobe Photoshop, Google Docs/Share

Social Media: TikTok, Instagram, Twitter

Languages: Spanish/conversational, English/fluent

Projects (or coursework)

Business Communication Team Project
Company Analysis

Jan. 20XX-May 20XX

- Conducted research on management performance and company structure via web resources and informational interviews with senior-level executives

Leadership

Basketball Team, Incarnate Word H.S., San Antonio, TX
Team Captain

Jan. 20XX-May 20XX

- Coordinated with Executive Board to ensure all semester goals were planned/executed
- Collaborated with committees to implement 3 campus recruiting events, exceeded all goals
- Started on the varsity team as a sophomore and mentored new players as they were selected

Volunteer Experience

Texas State Aquarium
Exhibit Guide

Corpus Christi, TX

June 20XX-May 20XX

- Assisted up to 200 guests per day by providing excellent customer service and positive attitude
- Provided information and answered questions at animal habitats: sting ray, sea horse, sea urchin, etc.
- Observed animal/guest safety while monitoring each exhibit and proactively avoiding issues

Glen Oaks Riding Stables
Volunteer

Corpus Christi, TX

Jan. 20XX- Apr. 20XX

- Implemented child safety protocols when assisting with horseback riding lessons (2 groups of 5/day)
- Nurtured self-esteem by encouraging children with disabilities and recognizing their strengths
- Cared for up to five horses by grooming, feeding, and walking 2x/day

Presentations

First-Year Symposium, Research Topic- *How to Manage Your Student Loans*
Presented to a panel of community judges and received a score of 91/100

Nov. 20XX

Honors, Awards, & Activities

Texas A&M-CC Honors Scholarship
National Honor Society: Venture Scholar

Feb. 20XX

Oct. 20XX-May 20XX