

SAMPLE RESUME

Joe Smith

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(347) 555-1234
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EDUCATION

Kingsborough Community College

Associate of Arts Degree in Liberal Arts, G.P.A: 3.9

Brooklyn, NY

Expected 06/2021

WORK EXPERIENCE

ABC School of Biomedical Education

Administrative Assistant

- Answer phones and relay messages
- Advertise housing availability to students
- Advise students regarding procedures for housing
- Locate housing for students

New York, NY

01/2020 - Present

Member of Assembly- Inez Barron

CUNY Women's Public Service Intern

- Researched current education policies for the creation of the office newsletter
- Answered phones

Brooklyn, NY

09/2019 - 12/2019

Brooklyn Academy of Music

Marketing Assistant

- Assisted with the planning, creation and distribution of theatrical press releases
- Wrote radio advertisements
- Tracked attendance based on information from reservationists and box office attendants
- Handled photo releases mailings to be distributed to the media sources

Brooklyn, NY

09/2016 - 8/2019

VOLUNTEER EXPERIENCE

Kingsborough Community College

Service Learning (Group Leader)

- Collected and donated food supplies for underprivileged families
- Solicited donations from businesses

Brooklyn, NY

11/2019

HONORS AND ACTIVITIES

- **Dean's List:** 2019-2020
- **Phi Theta Kappa Honor Society:** Member, 2019- Present
- **Student Ambassador:** 2019-2020

SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint
- Basic knowledge of Microsoft Access
- Fluent in Spanish