

Onthehunt Forajob
1111 Some Court
Riverdale, GA 30296
(678) 555-1212
Forajob@student.clayton.edu

OBJECTIVE

Summer Camp Counselor

EDUCATION

Clayton State University **GPA: 3.11/4.0**
Bachelor of Science in Psychology and Human Services

Morrow, GA
expected 2011

COURSES TAKEN

- English Composition I
- English Composition II
- College Algebra
- Critical Thinking
- Introductory Biology
- Introductory to Psychology

WORK EXPERIENCE

Clayton State University Intramural and Recreation Department
Student Receptionist

Morrow, GA
2007-present

- Assist students in programs within the facility
- Receive monies for activities
- File student folders
- Answer multi-telephone lines

Community Special Olympics

State Game and Event Volunteer

Athens, GA
2004- 2007

- Escorted participants to various events
- Cheered on the participants
- Assisted with equipment set-up
- Performed various duties as needed

Self-Operated Landscaping Service

Owner/Operator

Athens, GA
2000-2004

- Created and maintained customer base
- Communicated with customers to identify needs and expectations
- Handled lawn care, land clearing, and other tasks on a regular basis

SKILLS

Microsoft Word, Excel, and Power Point; Basic knowledge of Spanish; Telephone Communication; Customer Service; Type 45 wpm

AVAILABILITY

After two-week notification