

# **TOM TRANSFERABLE**

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## **Education**

### **Seton Hall University**

*Bachelor of Arts, [Insert a Major]*

GPA 3.2 Recipient of Seton Hall Academic Scholarship (4 year award)

South Orange, NJ

May 20xx

## **Experience**

### **Seton Hall Sports Polling Center**

*Pollster*

South Orange, NJ

Sept. 20xx - Present

- Make cold calls to individuals to gather data/opinions about current events in sports used by ESPN, Bloomberg and CBS Sports

### **ABC Construction**

*Assistant Site Manager/Construction Worker*

Denville, NJ

June 20xx - Present

- Work with a team to complete construction projects on time, within budget and according to customer and government specifications
- Serve as site manager when owner is not on premises to ensure work crew is clear about expectations

### **Blue Stone Grill**

*Expeditor/Server/Cashier*

Denville, NJ

June 20xx - Aug. 20xx

- Member of founding team that opened this successful start-up operation
- Served as communication link between customer and kitchen to ensure orders properly processed
- Trained new employees in all aspects of workplace operations and company mission and values
- Provided feedback to owners for use in hiring decisions on potential candidates
- Accountable to open and close restaurant on regular basis

### **YMCA Day Camp**

*Senior Counselor*

Maplewood, NJ

Summers 20xx - 20xx

- Collaborate with a team to supervise 15 children ranging from the age 7 to 10
- Attend ongoing training and weekly staff meetings with 8 peer counselors
- Promoted from junior counselor after one year

## **Leadership and Volunteer Activities**

*Volunteer, Seton Hall University, Division of Volunteer Efforts (DOVE)*

Sept. 20xx - Present

- Volunteer weekly in a local food pantry, assisting with set up and serving of meals
- Tutor children in an elementary school in math and reading twice a week

*Student Manager, Seton Hall Athletics, Men's Basketball*

Aug. 20xx - June 20xx

- Handled all logistics for equipment and uniforms for all games and practices (36 game season)
- Traveled with team to all away games; collaborated with coaches and university administrators

*Captain (2 years), Varsity High School Basketball Team*

Sept. 20xx - June 20xx

- Recipient of **Challenger Award** granted to member of basketball program who demonstrates leadership and serves as a role model based on vote of all coaches and athletic director

## **Memberships**

**SHU Marketing Club** 20xx - Present

**Habitat for Humanity-Collegiate Challenge-Alternative Break** program March 20xx and 20xx

- Selected to 15 member team to participate in community service trip to Louisiana for Spring Break

**Public Relations Student Society of America (PRSSA)** 20xx - Present

## **Skills**

**Computer:** Microsoft Excel, PowerPoint, Word; Working knowledge of Photoshop; Apple and PC platforms