

# Lee D. Leader

555 Main Street  
Ellis, KS 67637

(620) 785-4260  
ldleader@scatcat.fhsu.edu

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## OBJECTIVE

To find a challenging and rewarding professional position that matches my interest and expertise

## EDUCATION

**Bachelor of General Studies**, May 2014  
Fort Hays State University, Hays, KS  
Certificate: **Leadership**

**Associate's of Science**, May 2011  
Barton County Community College, Great Bend, KS

## INTERNSHIP EXPERIENCE

**Sales/Management Internship**, August 2013-Present  
The Buckle, Hays, KS

- Work in a fast paced, team environment, where collaboration and cooperation are essential
- Assist with supervisory duties
- Work with product displays and develop different merchandising focuses
- Operate cash register, control inventory, and provide customer service

## QUALIFICATIONS

- Computer experience with Microsoft Word, Excel, Access, and Power Point
- Strong communication, teamwork, time management, and leadership skills
- Experience with customer service and satisfaction

## WORK EXPERIENCE

**Retail Sales Associate**, May 2011-August 2013  
Nex-Tech Wireless, Hays, KS

- Explained and sold products and services
- Managed cash drawers and deposits

**Youth Supervisor**, August 2009-May 2011  
Kelly Detention Center, WaKeeney, KS

- Supervised weekend activities for juveniles
- Served as a role-model for juveniles

## HONORS/ACTIVITIES

- Dean's Honor Roll
- Student Alumni Association
- Intramural Basketball
- Big Brothers Big Sisters

## REFERENCES

Available upon request

# CINDY STUDIES

555 E. Park #2 • Hays, KS 67601  
Phone (620) 555-6280 • E-mail [studies@hotmail.com](mailto:studies@hotmail.com)

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## EDUCATION

**Bachelor of General Studies**, July 2014  
Emphasis: **Business Management**  
Fort Hays State University, Hays, KS  
GPA 3.31 on 4.0 scale

## RELEVANT COURSES

- Business Communication
- Theory and Practice of Personal Finance
- Management Principals
- Financial Accounting

## WORK EXPERIENCE

**Cashier**, September 2012 – present  
Wal-Mart, Hays, KS

- Ensure customer satisfaction through prompt, cordial service
- Maintain cleanliness of the checkout area

**Sales Associate**, January 2012 – September 2012  
Walgreens, Hays, KS

- Maintained presentable sales floor
- Provided customer service, cashier duties

**Media Lab Assistant**, September 2009 – September 2012  
Fort Hays State University Media Checkout, Hays, KS

- Assisted students and faculty in the checking out and operation of video equipment
- Served as a direct assistant to the communications professor

## HONORS/AWARDS

- Phi Kappa Phi Honor Society
- National Scholars Honor Society
- National Dean's List
- FHSU Dean's List

## VOLUNTEER ACTIVITIES

- YouthFriends, Hays, KS
- Relay for Life Walk, Hays, KS
- Habitat for Humanity fundraising, Hays, KS

## REFERENCES

Available upon request