

Jason S. Jobless

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785- 555-5555
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EDUCATION

Bachelor of Science Organizational Leadership, May 2017

Fort Hays State University, Hays, KS

Certifications: **Leadership, Personal Leadership Development**

INTERNSHIP

Fine Arts Assistant Director, Spring 2016

Hays Arts Council, Hays, KS

- Responsible for planning and organizing events
- Mentor and counsel youth
- Write and direct drama and arts events

PROFESSIONAL SKILLS

- Computer experience in: Microsoft Office XP, Microsoft Word, Excel, Power Point, Windows Media
- Exhibit leadership skills, strong interpersonal skills, excellent communication skills, time & money management
- Ability to plan organize, direct & implement activities & projects, collaborate with others completely & successfully

WORK EXPERIENCE

Customer Service / Support Manager, May 2016-Present

JCPenney's, Hays, KS

- Handle Customer Service issues & service calls
- Manage strategic merchandising, maximizing sales & profit

Customer Service Associate, August 2013-December 2014

Sherwin Williams, Hays, KS

- Cashier & work order affiliate
- Inventory Control Specialist

VOLUNTEER EXPERIENCE

American Heart Association

Relay for Life Walk

Children's Miracle Network

Tigers in Service

Big Brothers Big Sisters

Youth Sponsor

REFERENCES

Available upon request

Sarah Service

1001 10th St
Hays, KS 67601

(785) 555-5555
sarah.service@hotmail.com

Education	B.A. Organizational Leadership , December 2016 Fort Hays State University, Hays, KS Overall G.P.A.: 3.65 on 4.0 scale
Relevant Courses	Supervisory Leadership Leading and Team Dynamics Principles of Organizational Leadership
Honors/Awards	Deans Honor Roll Black & Gold Award Jean Stouffer Scholarship
Related Experience	Office Assistant , August 2013-Present Admissions Office, Fort Hays State University, Hays, KS -Create databases and proposals using Microsoft Office -Perform general clerical duties -Schedule campus tours Coordinator of Academy Trainers , Summer 2015 Kansas Youth Leadership Academy, Topeka, KS -Designed and produced Academy newsletters -Improved oral communication and interpersonal skills through facilitating youth leadership development workshops and recruiting Certified Leadership Trainers -Set up certification program -Assisted in planning and facilitating Youth Advisory Council meetings. Swim Team Coach , Summers 2013-2014 Hays Swim Team, Hays, KS -Developed workout system -Educated swimmers on proper stroke technique -Taught swimmers about goal setting and encouraged them to take steps to attain those goals Pool Operator , Summer 2012 Hays Aquatic Park, Hays, KS -Cleaned and maintained pool chemical levels, equipment, and facilities
Activities	Leadership Team Member for Campus Seminar Kansas Youth Leadership Camp Counselor
References	Available upon request