

First Last Name

123 Main Street, Athens, AL 35611 • 256.123.4567 • firstname.lastname@my.athens.edu
[finding-your-linkedin-public-profile-url](#)

Summary

Enthusiastic college student studying Logistics and Supply Chain Management. Highly organized, trustworthy and enjoys working as part of a team. Excellent communication skills, both verbal and written. Eager to learn and likes challenging work. Computer proficient in Microsoft Word, Excel, PowerPoint and Outlook.
Seeking a Business/ Logistics Internship opportunity.

Education

Athens State University, Athens, AL

Bachelor of Science, Logistics and Supply Chain Management, **Expected Graduation: 2021**

- Member, Delta Mu Delta: International Honor Society in Business (2019 – Present)
- Secretary, Student Government Association (2019 – Present)
- GPA: 3.56

Calhoun Community College, Decatur, AL

Completed 56 semester hours of general education coursework, 2017 – 2019

- Dean's List (2018)
- Member of Phi Theta Kappa

Work Experience

Sept 2017 – May 2019

Calhoun Community College, Huntsville, AL

Admissions Office Student Worker

- Served as the first point of contact for all visitors; answered a multi-line phone system and directed calls appropriately.
- Processed and input confidential documents ensuring items are submitted in a timely manner.
- Assisted in advising students and helped them register for classes.
- Performed clerical duties as needed.

October 2017 – Present

Pottery Barn, Huntsville, AL

Sales Associate

- Work directly with customers and provide them with excellent service.
- Perform opening/closing manager duties as needed; responsible for the design and creation of eye-catching visual displays.
- Review and work with reports, operate and troubleshoot POS system.

Professional Organizations

2019 – Present, Member of ACSM (Association for Supply Chain Management)

Volunteer Experience

2016 – 2019

Friendship Methodist Church, Athens, AL

Nursery Teacher

- Maintained a safe classroom for preschool aged children; interacted with children through games, stories and play.