

Rosa Winters

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Education

Towson University, Towson, MD May 20XX

Bachelor of Science, Pre-Business Administration

- Honors College (After graduation, change to “University Honors Scholar”)

South County High School, Mytown, MD Jun 20XX

- Weighted GPA 3.8; National Honor Society
- Concurrently enrolled at South County Community College senior year Feb – May 20XX

Professional Skills

- Advanced experience with Microsoft Excel, Word, PowerPoint
- Customer service; cash register operation/cash handling with accuracy

Work Experience

Kabuki Japanese Restaurant, Mytown, MD Nov 20XX – Aug 20XX

- Provided customer service and demonstrated positive attitude while resolving any concerns, questions or customers’ special needs
- Greeted and seated guests with a friendly and professional demeanor; managed cash register
- Volunteered to learn how to make sushi to contribute to service efforts during peak hours

Community Service/Activities

Distinguished Young Women (DYW) of South County, Mytown, MD Feb – May 20XX

- Helped organize and produce DYW public speaking competition for 20 applicants

Aeropostale Teens for Jeans, Yourtown, MD Feb 20XX

- Organized and led charitable campaign to collect jeans for homeless shelters across the country
- Collected 150 pairs of jeans by coordinating with local store franchise

Habitat for Humanity, Ourtown, MD Jun 20XX - 20XX

- Painted old apartments for restoration through church affiliation

Girl Scouts of Central Maryland, Mytown, MD Sep 20XX – May 20XX

- Participated in and led three community service activities annually

Leadership

South County High School Field Hockey Manager, Mytown, MD Sep – Nov 20XX – 20XX

- Motivated team, prepared field for games, and kept score/records for JV and varsity games

Parks & Rec Travel Softball Captain, Yourtown, MD May – July 20XX – 20XX

- Coached, informed and encouraged players

Teens for Jeans, Mytown, MD Feb 20XX - 20XX

- Organized collection campaign at South County High School; collected more than 250 pairs of jeans for homeless shelters

South County High School Indoor Track Captain, Mytown, MD Jan – Feb, 2012 – 2013

- Led workouts and informed team about practices and meet details

Awards – South County High School

Certificate of Recognition – Academic Varsity Letter 20XX

Certificate of Recognition – Indoor Track Varsity Letter 20XX – 20XX

Scholar Athlete Award – Minds in Motion 20XX – 20XX