

# First Middle Last

*Permanent Residence Address:*  
146 MindYourBusiness Road  
Town , State 00000

Email@ivyleague.edu  
XXX-XXX-XXXX

*University Address:*  
106 MindYourBusiness Road  
Town , State 00000

## Education

**Cornell University** – *City, State* May 2017

- Candidate for Bachelor of Science, **School of Hotel Administration**
- Concentration in Finance and Minor in Real Estate: 3.8/4.0 Cumulative GPA
- Deans List – All semesters
- 400 Club – Received a 4.0/4.0 GPA while a varsity rowing athlete

**Elite Private Boarding School**– *Town, State* May 2013

- High Honor Roll 2011-2013
- Dean's List 2009-2013

**The Island School**, Eleuthera, Bahamas. Global Development Program: Summer 2011

## Professional Experience

**Cornell University** – *City, State* Summer 2014

Hotel Operations Management: Tactics for Profitability –Teaching Assistant

- Rewrote the university course textbook under the guidance of a University professor
- Instructed 80 prospective students on various hospitality topics

**Mid-Tier Restaurant** – *City, State* June 2014 – December 2014

Floor Assistant, Runner

- Worked in a fast-paced restaurant environment
- Served food and drinks to over 250 covers each night
- Gained valuable time management and multitasking skills in a team-focused environment

**Banquet Facility**– *Town, State* Summer 2012

Assistant to the Managers

- Reviewed and rearranged hard copy data into organized Excel charts and databases
- Observed contract negotiations with customers

## On-Campus Experience

**Student Assembly Finance Commission** – *City, State* Fall 2013 – Present

Commissioner

- Allocated \$1.5 million dollars to over 1,000 Cornell University clubs
- Audited financial and critiqued financial documentation for student organizations
- Reviewed and revised proposed budgets, which improved my analytical skills

**Hospitality Consulting Club** – *City, State* Fall 2014 – Present

Junior Consultant/Analyst

- Served on the only hospitality consulting club panel at Cornell University
- Applied academic concepts to case studies and real-world consulting projects

**Cornell University** – *City, State* Fall 2013 – Present

Hotel School Ambassador

- Selected to be a host for companies hosting presentations and receptions at the school
- Connected current students and prospective students
- Acted as a support system for first-year and transfer students

## Skills and Interests

**College Athletics:** Cornell University Men's Heavyweight Rowing Team – 2013-2014

**Skills:** Microsoft Office Software, Spreadsheet Modeling, Public Speaking, Communication

**Fraternity:** The XX Fraternity | Blank Blank Chapter

- Alumni Relations Chair, Quaester, Judicial Chair, Project Chair, IT Specialist
- Raised \$15,000 through the annual XXXXX Philanthropy Event

**Certifications:** CHIA through Smith Travel Research, Scuba, Red Cross Lifeguard, CPR, First Aid

**Other Activities and Interests:** Fitness, Triathlons, Biking, Landscape Photography, Black and White Photography