

**FIRST NAME LAST NAME**

City, State, Phone Number  
Emailaddress@provider.com,  
linkedin.com/in/firstnamelastname/

**EDUCATION**

**Bachelor of Science in Business Administration** May 20XX  
**Emphasis in Hospitality and Tourism Management**  
Northern Illinois University, DeKalb, IL  
GPA 3.6/4.0

**CERTIFICATIONS**

Certified Food Service Sanitation Instructor  
Certified in First Aid and CPR

**RESTAURANT EXPERIENCE**

**Intern**, ARAMARK University Dining - Evanston, IL May 20XX - August 20XX

- Utilized standardized recipes to prepare entrees for service
- Planned catering luncheon event for 50 people
- Conducted menu pre-costing for concessions menu
- Attended companywide training for Micros point of sale system

**Assistant Manager**, Ramon's Café - Huntley, IL May 20XX - June 20XX

- Managed dining room operations, assured customer satisfaction
- Supervised a staff of seven in all aspects of café operation

**ADDITIONAL EXPERIENCE**

**Sales Associate**, Dillard's Department Store - Batavia, IL Aug 20XX - May 20XX

- Worked an average of 30 hours per week while attending college full-time
- Provided quality service to dozens of customers each day
- Assisted with design and set-up of merchandise displays
- Balanced cash drawer averaging \$1,200 per day

**LEADERSHIP ACTIVITIES**

**Vice President**, Society for Hospitality Administration August 20XX - Present

- Helped schedule and arrange industry speakers, organized a charity dinner and silent auction fundraiser
- Organized tours to the Park Hyatt-Chicago, Peninsula-Chicago, and Eataly Restaurant

**Member**, Business Administration Student Association August 20XX - Present

**Member**, Student Dietetics Association February 20XX - Present

- Helped organize Empty Bowls charity fundraising event
- Attended meetings and guest presentations by restaurant professionals

**COMPUTER SKILLS**

- Microsoft Office Suite (Word, Access, Excel, PowerPoint)
- CostGuard (restaurant inventory, recipe, menu, food & liquor costing, and sales management software)