

Rudy Flyer

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Objective

Seeking a summer internship in event planning. Available May XX, 20XX.

Education

UNIVERSITY OF DAYTON – Dayton, OH May 20XX
Bachelor of Arts in Communication with an Emphasis in Public Relations
Minor: Marketing
GPA: X.X/4.0

HIGH SCHOOL – City, State May 20XX

Experience

HERITAGE COFFEEHOUSE – Dayton, OH November 20XX – Present
Barista

- Implement new order fulfillment process to reduce customer wait time by 20%
- Fulfill orders in a timely manner, meeting consistency and quality standards
- Train new employees on Department of Health Regulations and Food Safety Standards

CHILDCARE PROVIDER – Dayton, OH August 20XX – May 20XX
Jones Family

- Provide childcare for two children, ages six and nine
- Coordinated children's schedules and provided transportation to summer activities
- CPR and Basic First Aid certified

Leadership Experience

OPTIMIST CLUB – University of Dayton August 20XX – Present
Marketing Coordinator

OFFICE OF PRESIDENT – University of Dayton August 20XX – Present
School Mascot

STUDENT COUNCIL – High School August 20XX – May 20XX
Student Ambassador