

# BLAZE DRAGON

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Cortland, NY

(123) 456-7891

## EDUCATION

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State University of New York at Cortland, Cortland, NY

**Bachelor of Arts Degree in History**

*Anticipated May 2023*

- GPA 3.60/4.0

## RELATED EXPERIENCE

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**Campus Manager**, University Tees, Cortland, NY

September 2022 – Present

- Promote the sale of organization specific merchandise by responding to customer messages and communications on social media
- Cultivate relationships with the leaders of on campus organizations via Instagram to discuss available products and services available to them through University Tees
- Create an effective marketing strategy by discussing the needs of customers with a mentor and executing their requests and vision

**Campus Tour Guide**, SUNY Cortland, Cortland, NY

December 2020 – Present

- Engage in public speaking through talking to groups of 2 – 20 people and sharing campus knowledge
- Effectively educate campus visitors regarding facilities and academic programs while answering questions with an approachable and welcoming demeanor
- Market SUNY Cortland by encouraging prospective students to further explore the school and its various amenities

## ADDITIONAL EXPERIENCE

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**Inductee**, National Society of Leadership and Success, Cortland, NY

Spring 2022 – Present

- Enhance leadership and communication skills by attending and contributing to meetings for selected exemplary students at SUNY Cortland
- Expand management skills by attending leadership training and speaker broadcasts
- Achieve goals by setting and sticking to set plans for success

**Member**, Best Buddies Club International Member, Cortland, NY

Winter 2022 – Present

- Form new relationships by attending educational philanthropic events for people in the community who have intellectual disabilities
- Speak with people in the Cortland community to practice and solidify public speaking skills
- Adopt a better understanding of others by building connections with people who have developmental and intellectual disabilities

**Caterer**, Rockland Boulders, Rockland, NY

Seasonal Summers 2017 – 2021

- Expanded customer loyalty through taking customers' catering orders and maintaining team spirit
- Fulfilled the needs of groups in luxury suites by communicating and delivering specific requests
- Provided effective customer service and sales by food and beverage services

## SKILLS

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- Proficient in Microsoft Office Suite, Google Suite
- Beginning level American Sign Language
- Proficient in Adobe
- Proficient in Virtual Meeting Platforms (Zoom, Webex, Google Meets)