

Blaze Dragon

(123) 456- 7890 · blazerdragon@cortland.edu

Education

State University of New York at Cortland (SUNY Cortland), Cortland, NY

Bachelor of Arts in Professional Writing

Expected May 2023

Minor in Management

- GPA: 4.0/4.0
- Honors Program Member/ Scholarship Recipient, Honors Convocation Recognition
- President's List Award Recipient, Fall 2019- Spring 2022

Relevant Experience

Shift Supervisor, Ralph's Italian Ices, Whitestone, NY

March 2019 – Present

- Generate a positive work environment by organizing a weekly schedule in consideration of all employees' availability, and arranging employee social events to keep a consistently strong company dynamic
- Craft a memorable customer service experience by designing advertisements, and assuring efficiency through overseeing transactions, serving customers, interviewing potential employees, and training of Square POS

Counterperson/ Server, Herb & Olive, Manhasset, NY

Seasonal December 2020 – December 2022

- Utilized OpenTable to document reservations and organize expected parties
- Developed customer service skills by meeting customers' needs for gifts/ celebrations during holiday season
- Expanded my knowledge of the Toast POS system for all store purchases, transactions
- Familiarized myself with upscale dining/ brunch experiences, as well as proper etiquette associated with it

Counterperson/ Server, Tasty Grill, Whitestone, NY

Seasonal May 2019 – June 2021

- Furthered my proficiency in Square POS by taking orders and serving tables in a fast-paced environment
- Established relationships with regular customers, displayed warm, approachable customer service

Server, Romano's Famous Gyro, Astoria, NY

June 2018 – February 2019

- Provided an enjoyable dining experience for customers by ensuring dining room cleanliness/ efficiency
- Systematized the kitchen to simplify the process and speed of delivery and to-go orders

Leadership Roles

Lead Career Peer Mentor, Career Services, Cortland, NY

January 2021 – Present

- Enhance the quality of resumes and cover letters of SUNY Cortland students and alumni by revising their documents and providing substantial feedback to highlight their most relevant experience
- Emphasize building skills that lead to successful career and educational choices within the office and through presentations given to freshman and transfer student COR classes

VP of Recruitment, Sigma Delta Tau Sorority, Cortland, NY

January 2022 – Present

- Organize a total of 14 virtual recruitment events via Zoom which consists of rotating breakout rooms between our chapter of 108 active sisters and 156 potential new members
- Lead a team composed of 2 assistants, 2 PR chairs, and 2 art chairs through design and product creations
- Direct the in-person preference ceremony round, write script for all members to follow and demonstrate efficiency
- Distribute offers of membership to 24 individuals by a 2-week long recruitment process via Campus Director

Digital Media Marketing Intern, Wedding Salon, Remote

May 2021 – August 2021

- Connected with influencers, news outlets, and business across the country to gain exposure of wedding showcases in major cities such as Houston, NYC, Los Angeles via Constant Contact, Canva, Microsoft Excel
- Collaborated with a team of 3 other interns with various unique backgrounds to revamp the company website, which included concise blog posts written by us, and managed the Instagram account with 52,800+ followers