



Hornet Hub Resource Center: Sample Entry Level/Chronological Resume

Stinger T. Hornet

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EDUCATION

SUNY Broome Community College

Associate of Science in Business Administration

Cumulative GPA: 3.7/4.0; Dean's List: Fall 2017-Fall 2018

Binghamton, NY

May 2019

RELEVANT EXPERIENCE

SUNY Broome Business Club

Treasurer

Binghamton, NY

August 2018-Present

- Allocate club resources for events in order to meet club goals and adequately serve business students
- Collaborate with faculty to develop budget and meet regularly to adjust as necessary
- Communicate with club e-board members to establish common understanding of event budgets
- Participate in weekly club meetings and contribute innovative ideas for business students at SUNY Broome

Alpha Beta Gamma, Business Honor Society

Member

Binghamton, NY

January 2018-Present

- Develop leadership skills and experiences in order to prepare for life as a business professional
- Volunteer regularly to promote honor society awareness and maintain a positive presence in the community

Camp Weequahic

Administrative Assistant

Lakewood, PA

May 2018-August 2018

- Represented Camp Weequahic professionally via phone and email correspondence
- Coordinated regular phone call schedule and provided support to campers calling home
- Promoted positive, friendly, and upbeat environment to engage campers and ensure an excellent experience

LEADERSHIP & INVOLVEMENT

The Alzheimer Association

Support Group Facilitator

Binghamton, NY

September 2018-Present

- Facilitate support group discussion through providing topics, guidance, and encouragement
- Maintain confidentiality for clients to ensure safe and private atmosphere
- Lead conversation and establish relationships with participants to demonstrate engagement and support

SUNY Broome American Sign Language Club

Member

Binghamton, NY

January 2019-Present

- Practice American Sign Language (ASL) at weekly scheduled club meetings to practice ASL proficiency
- Promote campus awareness of Deaf Culture through educating students, staff, and faculty
- Provide feedback for event ideas and discuss upcoming outreach initiatives

Literacy Volunteers of Broome-Tioga Co., Inc.

Volunteer

Binghamton, NY

August 2017-May 2017

- Educate adult learners in Broome and Tioga counties on reading, writing, arithmetic, and computer literacy
- Adapt teaching techniques utilizing a learning centered approach in order to tailor lessons to the individual
- Present materials in an interactive and fun manner- encouraging students to engage with materials

WORK EXPERIENCE

Target

Cashier

Vestal, NY

April 2015-Present

- Interact with guests of diverse backgrounds to create an excellent store experience
- Request feedback for experience within store to communicate guest opinion with store leadership
- Advertise current promotions, and sales in order to encourage guests to sign up for Target app and save money

SKILLS

Language: Basic conversational Spanish

Computer: Word, Excel, PowerPoint, Facebook, Twitter, Google Docs, Fluent Touch Typer, Photoshop (Basic)