**Sally Student**

1234 5th St, Clinton Iowa 52732

Phone: (111)333-2255

E-mail: sally.student@ashford.edu

**Education**

**Bachelor of Arts in Accounting** April 2016

Ashford University, Clinton, IowaGPA 3.8/4.0

**Iowa City High School** May 2012

Iowa City, Iowa

**Experience**

Crew member, FRO-YO, Iowa City Iowa March 2009 – Present

* Greet customers in a welcoming and professional manner.
* Inform customers about menu choices.
* Persuade customers into trying new menu items by utilizing different sales techniques.
* Adapt quickly to new situations in order to solve problems occurring within the store.
* Assist in training new crew members on company policies and procedures.
* Provide support and assistance to all employees to ensure tasks are completed efficiently.

**Honors**

President’s Scholarship 2011- 2012

Room and Board Scholarship 2011- 2012

Iowa Tuition Grant 2011- 2012

Pell Grant 2011-2012

Iowa City High School Honor Roll 2006- 2010

**Activities**

Student Ambassadors 2011- 2012

Intramural Volleyball 2011

Cosmic Bowling 2011

Iowa City High School Best Buddies Member 2007- 2010

**Skills**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Access
* Microsoft Outlook
* Windows Operating System
* Communication Skills
* Organizational Skills
* Speaking Skills