

RESUME SAMPLE - JOB APPLICATIONS

SARA JONES

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PROFESSIONAL SUMMARY

- Exceptionally organized; outstanding communication skills; effective listener
- Works well independently; highly resourceful and adaptable; detail-oriented
- Self-motivated, hardworking individual, with the ability to multi-task
- Solid research and investigation skills; ability to prioritize and operate proactively

RELEVANT SKILLS

- Microsoft Word, PowerPoint, Excel, Publisher, Outlook; Database Creation and Management
- Red Cross-Certified Lifeguard, Certified in CPR and AED

PROFESSIONAL EXPERIENCE

Exploration Station Intern

Carnegie Science Center, Pittsburgh, PA

May - August 2010

- Gained understanding of science concepts behind exhibits, demonstrations, and animals
- Employed observation and inquiry-based education to teach guests science concepts
- Performed scripted floor demonstrations for guests
- Handled and presented live animals for touching and observation
- Provided exceptional customer service; answered questions and referred appropriately

Lifeguard

YMCA, Pittsburgh, PA

August 2006 - Present

- Answer guest questions about the facility
- Maintain pool operations by enforcing policies and procedures

Telephone Operator

Answerlinks, Inc., Amsterdam, PA

September 2008 - August 2009

- Managed telephones, answered questions, directed calls as needed; paged doctors with orders

Volunteer

Altoona, PA, May 2007 – August 2010

- Recreation Assistant: Lakemont Park
- Information Desk Attendant: Altoona Hospital

EDUCATION

BS, Biological Sciences, May 2014

Point Park University, Pittsburgh PA

3.75 GPA

LEADERSHIP EXPERIENCE

Orientation Leader, Point Park University, August 2004 – Present

Point Park Student Government Representative, January 2006 – Present