

John Doe

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OBJECTIVE

Seeking a Part-Time Supervisor position at UPS utilizing proven leadership skills, problem solving abilities, and interpersonal relations.

EDUCATION

University of Louisville

Bachelor of Arts, Major: Communications

Louisville, KY
Presently Attending

Jefferson Community and Technical College

Associate of Arts

Louisville, KY
5/2016

SUMMARY OF SKILLS

- An excellent communicator with superior written and verbal skills.
- Demonstrated leadership and interpersonal skills through involvement in campus organizations.
- Excellent team player who easily develops rapport with individuals on all levels.
- Proficient problem solving and analytical abilities.
- Able to manage multiple priorities while ensuring accuracy in a fast paced environment.
- Proficient in Microsoft Word, Excel, and PowerPoint; easily learns new software.

EXPERIENCE

UPS

Package Handler

Louisville, KY
1/2016-Present

- Exhibit leadership and interpersonal skills through membership on the CERC committee.
- Demonstrate ability to work in a fast pace environment when loading boxes on planes.
- Display flexibility when assisting co-workers in various work areas.
- Exhibit excellent time management and organizational skills through working third shift while attending college as a Metropolitan College participant.

The Spaghetti Shop

Assistant Manager

New Albany, IN
8/2014-8/2016

- Assisted store manager in scheduling employee work hours and training new employees to effectively perform their job functions.
- Documented and reported on employee performance to store manager on a consistent basis.
- Ensured customers received excellent service and resolved any concerns, as needed.

COMMUNITY ENGAGEMENT

- **Brightside Cleanup**, Volunteer, 2016
- **Metro United Way**, Volunteer, 2015

HONORS AND ACTIVITIES

- **Sigma Chi Treasurer**, Member, 2016-Present
- **I-COMM, (Integrated Communications Club)**, Member, 2016-Present
- **Dean's List Recipient**, Spring 2016