**Katie A. Barron**  
(555) 555-5555 | email@mix.wvu.edu | City, State

# EDUCATION

**West Virginia University,** Morgantown, WV May 20XX  
John Chambers College of Business and Economics

Bachelor of Science in Business Administration

Major: **Management**

Minor: **Hospitality and Tourism Management**

GPA: 3.6

# WORK EXPERIENCE

**Driver** May 20XX–Present

**DoorDash** *|*Morgantown, WV

* [Begin with action verb; focus on your skills gained in the position & value added to the origination]
* Deliver over 100 orders weekly with a 96% on time rate and average 4.7/5 customer satisfaction rating
* Communicate with customers and restaurants to resolve order issues
* Maintain up-to-date knowledge of the delivery area to ensure efficient delivery routes

# EXTRACURRICULAR ACTIVITIES

**Community Council** September 20XX–Present

**WVU Dadisman Hall Dorm** | Morgantown, WV

* [Extracurricular activities should describe organization involvement & leadership experiences gained]
* Organized a fundraiser for Empty Bowls Monongalia that generated $2,500
* Advocate for improvements in residence hall based on resident suggestions and issues

**Treasurer** September 20XX–May 20XX

**National Honor Society** | Morgantown High School

* [You can leave high-impact high school activities on your resume through fall]
* Managed and allocated $1,000 in funds by collecting dues and awarding monies to various volunteer projects
* Organized an NHS community event that provided 60 backpacks for local youth

**Team Captain** September 20XX–May 20XX

**Volleyball** | Morgantown High School

* Mentored and coached new teammates and implemented team-building exercises
* Taught volleyball fundamentals to over 30 children per 10-week session

# SKILLS & CERTIFICATIONS

* Excel, Word, and PowerPoint 2019 Certification Pending December 20XX
* Intermediate Photoshop and HTML
* Conversational Spanish