

# TIMOTHY BELL

Address, City, State Zip Code | Phone Number | Professional Email

## EDUCATION

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**West Virginia University**, Morgantown, WV May 20XX  
John Chambers College of Business & Economics **GPA: 3.74**  
*Bachelor of Science in Business Administration*  
**Major:** General Business  
**Minor:** Communication Studies

## WORK EXPERIENCE

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**Old Navy**, Morgantown, WV June 20XX-Present  
*Sales Associate*

- Actively engage with customers by utilizing suggestive selling techniques to meet monthly sales goal of 15 credit card sign ups
- Inform each customer about the Old Navy loyalty program, along with all the benefits owning the store credit card has to offer
- Assist in various areas of store including sales floor, fitting rooms, cash wrap, and back of house

**Friendly's**, Middletown, OH June 20XX-August 20XX  
*Server*

- Effectively coordinated customers' orders via online, telephone, and in person
- Increased ice cream sales by promoting new menu offerings and providing sampling opportunities
- Monitored all ice cream deliveries and restocked as needed, while maintaining an organized and sanitary workplace

## LEADERSHIP & INVOLVEMENT

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**Chambers College of Business** August 20XX-Present  
*Student Ambassador*

- Represent the Chambers College to potential incoming students and families at various recruitment events
- Meet with WVU alumni to discuss personal experience within the Chambers College

**Best Buddies International** October 20XX-Present  
*Volunteer*

- Serve as a peer buddy to an individual in the Morgantown community with a disability

**Delta Sigma Pi** August 20XX-Present  
*Chancellor*

- Preside over the meetings of the chapter and all trials conducted by the chapter
- Participate in various philanthropic activities with the Ronald McDonald House, such as Karaoke with the Kids and preparing and serving meals for families

## HONORS & AWARDS

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R. Emmett and Edna Lynch College of B&E Scholarship Fall 20XX-Present  
Promise Scholarship Fall 20XX-Present  
Dean's List Fall 20XX-Spring 20XX  
President's List Fall 20XX