**Katie A. Barron**  
Phone Number | Professional Email | City, State

LinkedIn URL

# EDUCATION

**West Virginia University,** Morgantown, WV May 20XX  
John Chambers College of Business and EconomicsGPA: **3.6/4.0**

Bachelor of Science in Business Administration

Major:**Management**

Minor: **Hospitality and Tourism Management**

# WORK EXPERIENCE

**Team Member** May 20XX–Present

**Chipotle** *|*Morgantown, WV

* Provide excellent customer service at a fast-paced location that serves 450 customers daily
* Process orders, prepare food, and complete transactions with 95% accuracy
* Unload deliveries and maintain a clean store environment
* Assist with community service projects as part of Chipotle mission statement

**Self-Employed** December 20XX–Present

**XX Business Name** | Morgantown, WV

* Insert details regarding position, including business impact you made
* Use the STAR (Situation, Task, Action, and Result) Method to craft bullets

# PROFESSIONAL DEVELOPMENT

**Professional Business Fraternity** | West Virginia University February 20XX–Present

* Host alumni and employers on campus and create a welcoming environment
* Attend professional development workshops and networking sessions

**Online Management Course** | Virtual October 20XX–December 20XX

* Improved professional acumen through a self-taught course
* Learned about project management, leadership, and software design

# LEADERSHIP AND VOLUNTEER EXPERIENCE

**Vice President, XX Club** | West Virginia University September 20XX–Present

* Facilitate student sessions to help members maintain a GPA of 3.5 or higher
* Collect and organizes financials and members data for the President

**Community Council** | Dadisman Hall Dorm September 20XX–May20XX

* Organized a fundraiser for Empty Bowls Monongalia that generated $2,500
* Advocate for improvements in residence hall based on resident suggestions and issues

# SKILLS & CERTIFICATIONS

* Excel, Word, and PowerPoint 2019 Certification Pending December 20XX
* Fluent in Spanish