

Your Name

City, State Zip Code • Phone number • FIT email • LinkedIn URL

Summary

Responsible and confident university sophomore majoring in Forensic Psychology with a background in customer service. Seeking internship or part-time position that will help build technical and field-related skills.

Education

Florida Institute of Technology, Melbourne, FL
Bachelor of Science in Forensic Psychology | May 20XX
GPA: 3.7 | Dean's List (Fall & Spring 20XX)
Relevant Coursework: Intro to American Criminal Justice, Survey of Forensic Psychology, Psychology Research Methods and Statistics 1

Skills

MS Office including Excel, Database Navigation, Attention to Detail, Critical Thinking, Customer Service, Multitasking
First Aid and CPR Certified by American Red Cross | April 20xx

Work Experience

Midtown Art Gallery, Melbourne, FL | Jan 20xx - Present
Gallery Archives Assistant

- Volunteer on weekends and for special evening events
- Manage computer database of 500+ files to ensure accurate organization of gallery pieces
- Analyze incoming art documentation for authenticity, physical condition, and detail discrepancies

Shady Pine Community Center, Boston, MA | March 20xx – Oct 20xx
Community Center Attendant

- Monitored main level (12 individual rooms, 2 community areas) for safety and cleanliness with hourly walkthroughs each shift
- Deescalated minor conflicts and disruptions between community members
- Conducted bi-monthly facility tours for new and perspective members

Little Pep Pizzeria, Quincy, MA | Dates
Dining Attendant

- Improved flow and efficiency of dining room by suggesting alternative table placement to manager
- Expedited incoming takeout orders to ensure on-time delivery

Joe's Restaurant, Quincy, MA | Dates
Server

- Adapted to dynamic, fast-paced environment through multitasking and constant prioritization of responsibilities
- Gauged customer experience by asking questions and observing body language

Extracurricular

Forensic Psychology Association (Student Chapter) | Fall 20xx -Present
Florida Tech Ultimate Frisbee Club | Fall 20xx - Present