

# Joe B. Mountaineer

Professional.Email@gmail.com | (304) 123-4567 | [View Home Address Guidelines](#)

## EDUCATION

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**West Virginia University**, Morgantown, WV  
Bachelor of Science in Communication Studies  
GPA: 3.5/4.0

Expected: May XXXX

## EXPERIENCE

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**Gibbie's Pub and Eatery**, Morgantown, WV  
*Team Leader*

August XXXX – Present

- Cultivate a teamwork environment to support kitchen operations and provide reliable service
- Hire and train new servers
- Bridge the gap between customers and management in an effective and efficient manner

**International Collegiate Travelers**, Washington, DC  
*Marketing and Communications Intern*

May XXXX – August XXXX

- Assisted the Executive Director in coronation of various meetings, conferences, and banquet functions
- Created and distributed marketing information, including press releases to international clientele that helped increase sales by 30%
- Aided in the development and implementation of internship and study abroad programs between both Italian and American High schools

## LEADERSHIP

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**WVU Undergraduate Communication Association**  
*Vice President*

September XXXX – Present

- Develop outreach projects and events dedicated to philanthropic endeavors
- Administer monthly meetings using Robert's Rules of Order when president is absent

**Lambda Pi Eta** (Co-ed Communication Studies Honor Society)  
*Treasurer*

October XXXX – Present

- Budget and allocate funds for different projects and events hosted by the organization

## ACHIEVEMENTS

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Dean's List  
WV PROMISE Scholarship

Fall XXXX and Spring XXXX  
Fall XXXX – Present

## SKILLS

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**Computer:** Proficient in Adobe Creative Suite, HTML, Java, and full Microsoft Office Suite

**Language:** Fluent in German and Italian