**Joe B. Mountaineer**

Professional.Email@gmail.com | (304) 123-4567 | [View Home Address Guidelines](https://careerservices.wvu.edu/files/d/327ce199-8c12-4611-8170-1135c5f03669/resume-checklist.pdf)

**EDUCATION**

**West Virginia University,** Morgantown, WV Expected: May XXXX

Bachelor of Science in Communication Studies

GPA: 3.5/4.0

**EXPERIENCE**

**Gibbie’s Pub and Eatery,** Morgantown, WV August XXXX – Present

*Team Leader*

* 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 May XXXX – August XXXX

*Marketing and Communications Intern*

* 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**

**WVU Undergraduate Communication Association** September XXXX – Present

*Vice President*

* 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) October XXXX – Present

*Treasurer*

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

**ACHIEVEMENTS**

Dean’s List Fall XXXX and Spring XXXX

WV PROMISE Scholarship Fall XXXX – Present

**SKILLS**

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

**Language:** Fluent in German and Italian