**Clayton Reed**

Professional.Email@gmail.com | 304-555-1212 | [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 Arts in Communication Studies

Minor in Business

Overall GPA: 3.2 | Major GPA: 3.4

# INTERCOLLEGIATE ATHLETIC EXPERIENCE

**West Virginia University Division 1 Football Team,** Morgantown, WV August XXXX–Present

*Athlete*

* Received full athletic scholarship
* Devote 20+ hours per week to athletics while carrying a full academic course load
* Demonstrate leadership on and off the field
* Started 4 games in first season

# COACHING EXPERIENCE

**Mini Mountaineer Football Camp,** Morgantown, WV June XXXX

*Coach*

* Taught the fundamentals of football in interactive activities to grades Pre-K through third
* Effectively encouraged students through public speaking
* Demonstrated exceptional time management and organizational skills

# WORK EXPERIENCE

**Boston Beanery**, Morgantown, WV June XXXX–Present

*Waiter*

* Provide exceptional customer service skills in a fast-paced environment
* Operate cash register with up to $1000.00 daily
* Assist customers with menu and sell daily/weekly specials

# COMMUNITY INVOLVEMENT

**Habitat for Humanity Flood Relief Effort,** Lewisburg, WV March XXXX

* Helped build a house for a family effected by flooding in Southern WV
* Trained a diverse group of volunteers

**Special Olympics, Morgantown,** WV January XXXX

* Participated with other athletes at the Winter Special Olympics
* Assisted one participant through each event

# HONORS/AWARDS

Athletic Scholarship August XXXX–Present

Dean’s List December XXXX

# SKILLS

Word | Excel | PowerPoint | Project| Tester | Customer Service | Public Speaking