

Phil A. Position

400 West First Street, Chico, CA 95929 • (555) 555-5555 • philaposition@internet.net

Education: California State University, Chico
Bachelor of Arts in Sociology May 0000
Minor in Coaching **GPA 3.5**

Business Skills:

- Strong organizational skills and solid ability to meet deadlines
- Effective public speaker with strong persuasive skills
- Demonstrated leadership skills in a variety of settings
- Ability to perform under pressure
- Competitive drive to exceed expectations

Experience: **Barista**
A.S. Creekside Coffee Shop, CSU, Chico Fall 0000 to present

- Offered an exceptional level of customer service in a busy campus environment
- Used solid communication skills to determine and satisfy customer needs
- Worked directly and professionally with faculty, staff and students

Probation Intern March 0000-May 0000
Butte County Probation Department, Oroville, CA

- Assigned to a probation officer for a two-month period
- Accurately handled confidential court documents
- Assessed and determined what type of home would best suit certain juveniles, such as foster care, group homes, or youth authority
- Worked professionally with various youth facilities to appropriately place juveniles
- Confidently interacted with juveniles through the intake interview process
- Reorganized and updated numerous case files

Marketing Intern Spring 0000
CSU Chico Intercollegiate Athletics Department & Marketing Department

- Initiated and launched a new information sports magazine
- Served as a liaison between local businesses and Chico State to improve communication and increase financial support by selling advertising space
- Utilized integrity and attention-to-detail to meet client needs

Recreation Leader II Summer, Fall 0000
Paradise Recreation District, Paradise, CA

- Provided a positive role model for 80 children on a daily basis
- Organized, designed and planned projects and programs for children ages 8 to 12
- Instilled self-confidence and self-esteem in adolescent campers
- Mediated conflict using solid communication and reasoning skills
- Communicated closely with parents, listened and acted on concerns

Honors & Activities:

Intercollegiate Track and Field, CSU Chico, 0000 to 0000

- National Champion, 400-Meter Hurdles, 0000
- Co-Captain, 0000

Volunteer, A.S. CAVE (Community Action Volunteers in Education)

Volunteer, Up 'til Dawn

Volunteer, Scour 'n Devour