

## PREP YOUR PATH RESUME SAMPLE - BEFORE

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### Education:

- 2012 – Present      **Purdue University**      West Lafayette, Indiana  
Overall GPA: 3.62/4.0, Major GPA: 3.55/4.0  
Bachelor of Science in Hospitality and Tourism Management - May 2016  
Dean's List every semester
- 2008 – 2012      **Blind Brook High School**      Rye Brook, NY
- Won award for best all around female athlete
  - Selected as Captain of Varsity Lacrosse and Skiing Teams
  - Elected to Student Council Leadership – Junior and Senior year
  - Raised funds and managed the budget and logistics for School Prom

### Work Experience:

- May-Aug. 2015      **The Break Hotel**      Narragansett, Rhode Island
- Hired as a Summer Intern to help open Lark Hotels group's newest property
  - Involved in all aspects of opening a new 16 room boutique hotel including:
    - Front Desk
    - Concierge Desk
    - Housekeeping
    - Customer Service
- Jan. 2013 – Present      **Purdue University**      W. Lafayette, Indiana
- Aug. 2015 – Present      **Supervising Teaching Assistant**  
*Intro to Hospitality and Tourism Management*
- Overseeing 13 teaching assistants for all sections of course with over 175 students
- Aug. 2014 - May 2015      **Teaching Assistant**  
*Intro to Hospitality and Tourism Management*  
*Intro to Management and Organization Behavior in Hospitality and Tourism*
- Supervised students, class attendance, grade assignments, and tutored individuals
- Jan. – May 2013      **Shreve Residence Hall**  
*Front Desk Staff*
- Supervised the central mail room and fielded all student and phone inquiries
- Winter 2008 – 2014      **Windham Mountain Ski School**      Windham, New York  
*Ski Instructor at the Children's Learning Center*
- Group Leader for the Ski Instructors
  - Organized and led ski lessons for groups of children 3-7 years old

### Skills and Certifications:

- Sept. 2015      **ServSafe Certified** – Completed ServSafe Fundamentals of Responsible Alcohol Service
- April 2014      **ServSafe Certified** - Completed ServSafe Food Safety Program for Managers
- July 2014      **Licensed Bartender** - American Bartenders School, New York, NY
- National Restaurant Association Safe Serve Alcohol Awareness Program

### Activities, Honors, and Awards:

- Sept. 2013 – Present      **Delta Gamma Fraternity**; Beta Iota Chapter, Purdue University
- Sept. 2012 – May 2015      **Purdue Women's Club Lacrosse**
- Dec. 2012 – Present      **National Society of Collegiate Scholars**
- Dec. 2012 – Present      **Alpha Lambda Delta Phi Eta Sigma**; Honors Society, Purdue University