

Jasmine Williams

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Education

Bachelor of Liberal Studies – Family, Community, and Social Support track May 20xx

The University of Iowa, Iowa City, IA

- Certificate in Nonprofit Management
- GPA: 3.7/40

Course Highlights

Career Leadership Academy

- Two semester academic program focused on developing leadership and employment skills
- Learned how to lead as an individual and within a team
- Completed group project and presentation focused on a community need
- Strengthened communication, teamwork, and interpersonal skills

Work Experience

Assistant Manager

January 20xx – Present

Sales Associate

June 20xx – December 20xx

Panera, Des Moines, IA

- Supervised 8+ employees per work shift and ensured customer satisfaction
- Trained new employees on cashier duties and practices of restaurant
- Assisted customers with orders by answering questions and offering suggestions
- Performed cashier duties, including cash and credit transactions

Bakery Clerk

September 20xx – March 20xx

Hy-Vee, Cedar Rapids, IA

- Provided information regarding baked goods and explained cake ordering process
- Developed problem solving skills through assisting customers with determining what type and quantity of item was best for their needs
- Decorated cakes for various occasions and celebrations

Movie Attendant

February 20xx – August 20xx

AMC Classic Westdale 12 Movie Theatre, Cedar Rapids, IA

- Performed box office, concessions, and usher duties
- Addressed customer complaints and problems by quickly resolving issues
- Developed communication and interpersonal skills during interactions with customers and coworkers