

Harper Hospitality

Boca Raton, FL | (561) 555 – 7632 | hhospitality@fau.edu

EDUCATION

Bachelor of Business Administration in Hospitality Management May 20XX

Florida Atlantic University

Boca Raton, FL

GPA: 3.6/4.0

WORK EXPERIENCE

Complimentary Food Attendant

September 20XX- Present

Bahia Mar Beach Resort

Fort Lauderdale, FL

- Systemize the buffet table and ensured food items were fresh and properly presented for guests
- Attend guest needs including inquiries into the ingredients, refilling serving equipment, and suggesting alternative food items based on guest preferences
- Monitor compliance with health regulations by ensuring food was kept at a safe temperature during serving times
- Organize and distributed menus for guests in a timely manner to inform them of food items offered and prices

Retail Salesperson

January 20XX – October 20XX

Dillard's, Inc.

Fort Lauderdale, FL

- Directed customers towards the desired items based on their questions and described preferences
- Maintained knowledge of relevant sales and promotions for the relaying to customers in order to ensure the consistent selling of merchandise
- Organized the displays of retail items to enhance the appearance as a means of attracting customers

VOLUNTEER EXPERIENCE

Court-Appointed Volunteer

February 20XX – Present

Broward Guardian Ad Litem Program

Fort Lauderdale, FL

- Advocate as a court appointed volunteer for the safety and interests of children involved in court proceedings
- Examine various situations of children in need of help, including relevant history, environment, relationships, and other needs
- Identify resources and services for abused and neglected children to facilitate a collaborative relationship among all parties involved

ORGANIZATIONS

Council for Exceptional Children, *Member*

January 20XX – Present

Equestrian Team, *Member*

August 20XX – April 20XX



FAU CAREER CENTER

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