**Sample Liberal Studies Resume**

3 Safeway Drive,

City Name, State Zip Code

123-450-0012

 liberalstudies@bulldogs.aamu.edu

**SUMMARY**

* Energetic and results-driven individual with experience in customer service
* Four years successful track record of conferring with customers by telephone and in-person to provide information regarding products or services
* Expert in taking or entering orders, creating/canceling accounts and obtaining details of complaints

**EDUCATION**

Alabama A&M University (AAMU) Normal, AL

B.S., Liberal Studies, concentration in Accounting **(3.0/4.0 GPA)** December 20xx

**EXPERIENCE**

AAMU, Office of the Vice President for Business and Finance Normal, AL

**Student Assistant** Sep. 20xx - Dec. 20xx

* Compiled financial records, completed requisitions and assisted with filing documents
* Provided backup support to administrative assistant by answering calls and greeting guests
* Assisted staff with sorting and delivering mail

G2 Secure Staffing Agency (American Airlines) Nashville, TN

**Seasonal Ticketing Agent** Dec. 20xx - Aug. 20xx

* Assisted customers with ticketing, processing payments and overall flight reservations
* Followed all internal control procedures for cash handling and credit purchases, and ensured integrity of ticket distribution and accountability
* Rebooked passengers finding new routes for final destination
* Verified government-issued documents were valid for travel
* Handled all special need check-ins including children traveling alone and passengers with physical disabilities

NIKE Nashville, TN

**Seasonal Associate** June 20xx - Dec. 20xx

* Informed customers about sales and promotions in a friendly and engaging manner
* Recommended merchandise based on customers identified needs
* Operated cash register to complete product transactions

**LEADERSHIP + COMMUNITY SERVICE**

* Big Brothers, Big Sisters of North Alabama, Mentoring Program 20xx-present
* AAMU Student Government Association, Junior Senator 20xx-20xx
* Huntsville Rescue Mission, Volunteer 20xx-20xx
* Martin Luther King Elementary School*,*Volunteer 20xx-20xx