**Ima Bulldog**

123 Safeway Drive, Huntsville, AL 35816 • protecta@bulldogs.aamu.edu • 123-450-0012

**Psychology student** seeking an opportunity to use excellent critical-thinking, assessment, communication and problem-solving skills to support organizational success

**Education**

Alabama A&M University Normal, AL

**B.A.,** **Psychology** (GPA: 2.92/4.0) December 2019

**Honors + Awards**

Dean’s List, 2016-present • Honor Roll, 2016-present

**Skills + Attributes**

* Works well with minimal supervision while maintaining a commitment to teamwork
* Excellent written, communication and problem-solving skills
* Experienced working with diverse populations
* Excellent customer service skills
* Knowledge of Microsoft Office Suite
* Able to build rapport by listening attentively and engaging sincerely

**Capabilities + Experience**

**Red Lobster | Server,** Huntsville, AL Oct. 2017-present

* Model legendary service by attentively meeting guests’ needs – from a warm greeting to a prompt check-out
* Handle food safely and in compliance with sanitation requirements
* Resolve guests’ complaints promptly and professionally

**Direct TV | Sales Representative,** Huntsville AL Oct. 2016-Sep. 2017

* Provided memorable Brand experiences by warmly greeting customers
* Sold targeted products and services to consumers
* Demonstrated products and explained customizable features to maximize customers’ experiences
* Explained warranties and replacement parts
* Processed orders in person and over the phone

**Adventure In Learning | Assistant Teacher,** Birmingham AL May 2016-Aug. 2016

* Contributed to the care and education of children ages 3-10
* Organized and facilitated 20 classroom activities and field trips
* Interacted with parents and students; addressed concerns and ensured that children received proper treatment
* Prepared and served lunch; maintained a clean environment to minimize health risks

**Cracker Barrel | Server,** Birmingham AL June 2014-July 2015

* Greeted patrons and visited tables to ensure customers had a pleasant experience
* Took accurate orders and promptly served meals to patrons
* Conferred with customers by telephone and in person about menu items and restaurant services
* Collected payments of cash, checks and credit cards