

Jason Bourne

802-555-1234

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EDUCATION

George Fox University (GFU), Newberg, OR

Expected Graduation May 2018

Bachelor of Arts in Economics

Coursework included: Computer Science, Statistics, Mathematics, Anthropology and Business Management

School for International Training, Kenya

January-May 2016

Immersion study abroad program with focus on Swahili studies and coastal cultures

Completed three-week independent study with Mgange Dawida village elders to help raise community awareness of new health center

EXPERIENCE

Advertising Intern, The Charles Agency, Vancouver, WA

February-May 2017

- Researched key data for media buyers including CNN and The Boston Globe Contacted and distributed media guides to clients
- Organized and maintained media library of over five hundred artifacts
- Performed material ordering and data entry for different accounts

OTHER EXPERIENCE

Restaurant Server, Toro Bravo, Portland, OR

May 2016-Present

- Provide outstanding customer service to all patrons
- Train new servers and work cooperatively with all staff
- Supervise bussing help and assist with staff scheduling
- Perform up-selling techniques to increase check averages

Server, Ben and Jerry's Ice Cream, Burlington, VT

May-August 2014-2016

- Scooped ice cream and served customers in the original Ben and Jerry's store
- Operated cash register and closed out all financial transactions when closing the store
- Cleaned serving area after every shift

ACTIVITIES & INTERESTS

Member, Students for Peace and Global Justice, GFU

August 2015-Present

Recreation Leader, Chehalem Parks and Recreation

May 2015-Present

Volunteer, Ronald McDonald House, Burlington, VT

September 2013-May 2015

SKILLS

Multilingual: Conversational and Written Spanish, German, Russian, & Finnish

American Heart Association Adult and Child CPR Certified