**Fiona Nighthawk**

925-999-1234 | fionanighthawk@ung.edu | 819 Archway Dr. Gainesville, GA

*Seeking part-time internship in the hospitality industry*

**EDUCATION**

Pursuing Bachelor of Arts in Communication Expected May 20XX

University of North Georgia, Gainesville, GA

Diploma, Chestatee High School, Gainesville, GA June 20XX

GPA: 3.91

**EXPERIENCE**

***Crew Leader***, **Cold Stone Creamery**, Dawsonville, GA 1/XX – 6/XX

* Supervised 5 crew members, resolving scheduling conflicts and providing training
* Interacted with customers in friendly, professional manner resulting in return customers
* Entrusted with opening and closing store and preparing daily reports

***Sales Associate*, Sun City Tanning Salon**, Gainesville, GA 10/XX – 7/XX

* Selected “Employee of the Month” four times for excellent customer service
* Provided tours to prospective customers and promoted products resulting in quarterly sales 15% above average
* Maintained salon cleanliness in order to meet health and safety standards

**CAMPUS AND COMMUNITY INVOLVEMENT**

***Member***, **Gainesville Theatre Alliance**, University of North Georgia

* Collaborated with students and community members to build sets
* Operated lights and sound for “Mary Poppins”

***Volunteer*, Humane Society of Hall County**, Gainesville, GA

* Socialized animals and provided educational information to visitors

**HONORS AND AWARDS**

Community Hero Award, for over 100 hours community service dedicated to Humane Society

Most Valuable Player, Intramural Soccer, University of North Georgia, Fall 20XX