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

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