

First and Last Name

Email | Phone Number

linkedin.com/name

EDUCATION

Southern Illinois University Edwardsville (SIUE)

Edwardsville, IL

Bachelor of Science in Nutrition

Expected Graduation: May 20XX

Minor: Psychology

RELEVANT COURSEWORK

Food and Culture

Nutrition Biochemistry

Lifecycle Nutrition

Sports Nutrition and Supplementation

Community Nutrition

Health Psychology

WORK EXPERIENCE

Intern

August 20XX-Present

PlusOne, an Optum Company

Chesterfield, MO

- Observe and assist with the daily responsibilities of on-site team members, enhancing practical understanding of workplace dynamics.
- Develop and hone high-quality customer service skills through direct interaction with clients and team members.
- Successfully completed a project specified by the Internship Coordinator, demonstrating the ability to apply classroom knowledge to real-life scenarios.
- Collaborate with various departments to support overall business operations and ensure seamless service delivery.
- Participate in team meetings and training sessions to stay updated on best practices and industry trends.

Cashier

May 20XX-August 20XX

Schnucks

Collinsville, IL

- Efficiently processed customer transactions, including cash, credit, and debit payments, ensuring accuracy and speed.
- Provided exceptional customer service by greeting customers, answering questions, and resolving issues promptly.
- Maintained a clean and organized checkout area, adhering to store policies and health regulations.
- Assisted with bagging groceries and offered carry-out service to customers as needed.

SKILLS

Microsoft Word

Google Suite

Microsoft PowerPoint

60 WPM Typing

HONORS AND AWARDS

SIUE Dean's List

Fall 2024-Present

SIUE Cougar Pride Scholarship

Fall 2023-Present

Sample Resume – Please contact us for additional assistance.

SIUE Career Development Center | (618)650-3708 | careerdevelopment@siue.edu