

RECENT GRAD

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HOTEL FRONT DESK AGENT

Reliable recent-grad. Worked full-time in the hospitality industry while maintaining a full course load and a high GPA. Attentive to customer needs. Passionate about people and travel.

Customer Service | Interpersonal Skills | Problem Solving | Cultural Sensitivity

B.A. Philosophy, Honors (May 2018) University of Rhode Island, Magna Cum Laude — 3.7 GPA

RELEVANT PROFESSIONAL AND ACADEMIC EXPERIENCE

Expeditor, Crazy Burger Café, Narragansett RI *September 2017—Present*

- Ensured kitchen orders were prepared accurately and sent out to the correct tables.
- Communicated with staff and maintained efficiency during busy one-hour wait times.

Host, La Madeleine French Café, Austin TX *Summer 2017*

- Selected by coworkers to respond to customer complaints because of “kind demeanor.”
- Praised by supervisor for “Always keeping busy and having a clean workstation.”

Front Desk Assistant, City Clerk | Central Falls City Hall *Summer 2016*

- Provided customer service for citizens seeking voter registration and birth/death certificates.
- Handled difficult situations for guests needing quick access to documents missing from databases.

Philosophy 205 Teaching Intern | URI *Spring 2017*

- Mentored students and designed / taught lesson plan to class of 25. Held office hours.
- Reached out to students proactively to encourage them to ask for help, utilize campus resources, and attend university events.

President, URI Philosophy Club | URI *Spring 2016-Spring 2017*

- Recruited undergraduates to the Philosophy department and club by making presentations during *Philosophy 101* classes.
- Spearheaded revival of the Philosophy Club which had not met in two years.

Writer & Graphic Designer, Senior Honors Project | URI *Spring 2018*

- Interviewed graffiti artists for self-published small magazine, “Painting Providence.”
- Built trust with members of a subculture not usually receptive to outsiders.

Crew Member, Dunkin Donuts | Kingston, RI *September 2016—October 2017*

- Responded to customer concerns while simultaneously cashing customers out and preparing orders in a fast-paced, busy environment.
 - Awarded Employee of the Month in October 2017.
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ACADEMIC HONORS

President, PHI Sigma Tau Honors Society URI Chapter, URI *Fall 2017-Spring 2018*

SURF Research Fellowship, NSF-EPSCOR *Summer 2016*