

# John Doe

111 Highland St. Honolulu, HI 97777 | 808-888-9999 | [email@email.com](mailto:email@email.com)

---

## **OBJECTIVE:**

To obtain a management trainee position with Halekulani hotel. Offering exceptional leadership, customer care and clerical expertise to ensure efficient company operations.

## **EDUCATION:**

**Shidler College of Business, University of Hawaii at Manoa** **Aug. 2017 - Present**  
Bachelor of Business Administration in Management **Honolulu, HI**  
*Expected Graduation: December 2020*

## **WORK EXPERIENCE:**

**American Eagle Outfitters** **Aug. 2015 - Present**  
*Sales Associate* **Honolulu, HI**

- Stock, replenish, and organize inventory with accuracy and efficiency, completing function 10% faster than average associate
- Assist an average of 40 customers per day in finding or selecting items, and provided recommendations that generated \$8K in additional revenue
- Modeled friendly customer service on the sales floor, fitting room, and wrapping station

**Doraku Sushi** **Apr. 2012 – Nov. 2015**  
*Server* **Honolulu, HI**

- Significantly increased guest satisfaction ratings by promoting appetizers, specialty items, and wine selections
- Won Dessert Sales Contest that produced a 12% increase in total monthly sales
- Collaborated in creating attractive front-of-house displays to market new products

## **EXTRA CURRICULAR ACTIVITIES**

**Society of Human Resource Management** **Aug. 2017 - Present**  
*Secretary*

**Hawaii Rainbow Wahine, University of Hawaii at Manoa** **Jan. 2015 - May 2017**  
*Softball Player*

**Make-A-Wish Foundation** **Mar. 2014 – Jul. 2015**  
*Wish Granter*

## **SKILLS:**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic First Aid and CPR Certified
- Basic Japanese and French language skills

## **HONORS & AWARDS**

- Regents Scholarship **Aug. 2017 - Present**
- All Star Athlete Award **June 2016**

## John Doe

111 Highland St. Honolulu, HI 97777 | 808-888-9999 | [email@email.com](mailto:email@email.com)

---

### REFERENCES:

#### Jenna Iwasaki

Manager, Doraku Sushi  
944-333-4445  
email@gmail.com

#### John Doe

Co-worker, American Eagle Outfitters  
808-748-9393  
email@gmail.com

#### Tyler He

Coach, Rainbow Wahine, UH Manoa  
808-434-6786  
email@gmail.com