

Beatriz Busca

Philadelphia, PA - 215.123.4567
name@lasalle.edu - linkedin.com/fullname

EDUCATION

La Salle University, Philadelphia, PA

Associate's Degree in Liberal Arts

Expected May 20XX

- Bilingual Undergraduate Studies for Collegiate Advancement (BUSCA) program
- GPA: **3.74**
- Awards: Founder's Scholarship; Dean's List Fall 20XX – Spring 20XX

WORK EXPERIENCE

Lowe's Home Improvement, Philadelphia, PA

Customer Service Associate

September 20XX – Present

- Execute online order fulfillment and verified accurate item grouping to facilitate quick delivery or pick-up and ensure customer satisfaction
- Fulfill day-to-day store operations, including stocking inventory and providing customer service
- Operate cash register to complete purchases and returns

La Salle University Office of Financial Aid, Philadelphia, PA

Office Assistant

August 20XX – June 20XX

- Organized office documents and processed checks into Banner Software System
- Provided a high level of confidentiality due to services offered in Financial Aid
- Assisted office walk-ins by answering general questions and scheduling appointments with counselors

LEADERSHIP EXPERIENCE

Student Involvement Association, *Membership Chair*

August 20XX – Present

- Promote involvement and manage communication between students by creating flyers, portal announcements, and sending out emails to members
- Increased membership by 20% in 1 year

Organization of American Latino Students (OLAS), *Programs Director*

October 20XX – Present

- Create funding board proposals, initiate contact with other organizations, and execute events

VOLUNTEER EXPERIENCE

Little Scholars Elementary School, *Tutor*, Philadelphia, PA

September 20XX – January 20XX

- Assisted in an after-school homework help program for children in 1st through 5th grades
- Provided one-on-one help with the same child, two times per week
- Offered students with learning enrichment through educational games
- Gave instruction on different ways to complete assignments

Big Brothers Big Sisters Foundation, *Volunteer*

August 20XX - November 20XX

Susan G. Komen Race for the Cure, *Volunteer*

April & September 20XX

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Publisher), Google Analytics, Google AdWords

Language: Bilingual in English and Spanish