

# Fiona Nighthawk

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Seeking parttime internship in the hospitality industry

## EDUCATION

Pursuing Bachelor of Arts in Communication  
University of North Georgia, Gainesville, GA

Expected May 20XX

Diploma, Chestatee High School, Gainesville, GA  
GPA: 3.91

June 20XX

## 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 of community service dedicated to Humane Society  
Most Valuable Player, Intramural Soccer, University of North Georgia, Fall 20XX

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