Brandon J. Beginner

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EDUCATION

B.A., Event Management; Minor in Human Relations **May 2020**
High Point University High Point, NC

- GPA: 3.1

Relevant Courses: Introduction to Event Management, Event Operations and Social Media

EXPERIENCE

Sales Associate **November 2016 - March 2018**
J. Crew Greensboro, NC

- Developed strong customer service skills during busy retail season
- Completed week-long comprehensive training program emphasizing communication skills and effective marketing strategies
- Demonstrated effective problem-solving skills in resolving customer complaints
- Promoted company credit card to customers which resulted in 30 new accounts

CAMPUS INVOLVEMENT

Social Chair **August 2016 - Present**
Alpha Phi Omega High Point, NC

- Plan and coordinate campus events focused on encouraging community engagement
- Utilize social media platforms, such as Twitter and Instagram, for promotion and outreach

Member **September 2015 - Present**
Civitan Club High Point, NC

- Contribute ideas about service projects and community involvement for monthly newsletter
- Attend weekly meetings to learn from local business leaders and develop professionalism
- Complete over 75 hours of service within the community each semester

SKILLS

- Event Planning, Customer Service, Retail Sales, and Social Media Platforms
- Conversational Spanish
- Microsoft Word, Excel, and PowerPoint

Consider if you want to use your middle initial. Be consistent on your cover letter and LinkedIn profile.

Your First & Last Name

Email Address
Cell Phone Number
City, State

You may use your HPU email or a personal, but professional, email address.

EDUCATION

Use a semi-colon to separate your major from any minors.

List only the month and year of your graduation.

B.A., Event Management; Minor in Human Relations **May 2020**
High Point University High Point, NC

- GPA: 3.1

Consider listing your GPA if it is above 3.0

Relevant Courses: Introduction to Event Management, Event Operations, and Social Media (*Optional: Only list courses that are relevant to the job or internship)*

EXPERIENCE

List paid and unpaid experiences from most recent to oldest

Month & year experience started

Month & year experience ended

Your Position **Month Year – Month Year**
Company or Organization City, State

Write accomplishments and results beginning with a present tense or past tense verb

Abbreviate

- *List 2-3 statements that focus on results or skills developed*
- *Example:* Promoted company credit card to customers which resulted in 30 new accounts

Do not use periods

Notice the past tense verb

CAMPUS INVOLVEMENT

List your leadership, campus, community, and research activities that you are involved with or have completed from most recent to oldest

Use for activities you're currently doing

Your Position **Month Year - Present**
Club or Organization City, State

Write accomplishments and results beginning with a present tense or past tense

Abbreviate

- *List 2-3 statements that focus on results or skills developed*
- *Example:* Plan and coordinate campus events focused on encouraging community engagement
- Utilize social media platforms, such as Twitter and Instagram, for promotion and outreach

Notice the present tense verb

Member **September 2015 - Present**
Civitan Club High Point, NC

- Contribute ideas about service projects and community involvement for monthly newsletter
- Attend weekly meetings to learn from local business leaders and develop professionalism
- Complete over 75 hours of service within the community each semester

Use numbers, when possible, to quantify your accomplishments

SKILLS

List hard skills and soft skills that make you a good fit for the job or internship.

- Event Planning, Customer Service, Retail Sales, and Social Media Platforms
- Conversational Spanish
- Microsoft Word, Excel, and PowerPoint