

SUSIE Q. STUDENT

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(504)987-6543/ susiegst@xula.edu

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OBJECTIVE:

Internship utilizing customer service skills

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EDUCATION:

Xavier University of Louisiana
Bachelor of Arts May 2018
Major: English Minors: Spanish and Finance
GPA: 3.2 (major)/2.9 (overall)

STUDY ABROAD:

Universidad de Madrid Summer 2015
Took Spanish and business classes while living with a host family

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EXPERIENCE:

Aug. 2015-Present

(Work 35-40 hrs/wk during school)

Trader Joe's

Metairie, LA

Assistant Manager

- Develop work schedule for team of ten
- Process refunds and handle customer complaints
- Began as cashier; promoted twice

Summer 2014

Capitol Bank & Trust

San Antonio, TX

Human Resources Intern

- Reviewed employment applications to determine applicant eligibility for positions
- Processed employee requests for vacation and sick leave
- Conducted reference checks with previous employers

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SKILLS:

Spanish; MS Office; People Soft

**ACTIVITIES/
HONORS:**

President, Church Youth Group
Peer Dean Association
Xavier Herald Contributing Writer

SERVICE:

Habitat for Humanity