

# Abi Athlete

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## EDUCATION

### Bachelor of Science in Management

Anticipated May 20XX

St. Cloud State University (SCSU), St Cloud, MN

- Minor in Finance
- Association to Advance Collegiate Schools of Business Nationally Accredited Program
- **GPA: 3.72**

## EXPERIENCE

### Office Assistant, Advising and Student Transitions Department, SCSU

August 20XX-Present

- Execute and provide customer service to students and faculty in a professional manner to create a positive and beneficial experience for visitors of the office
- Organize and schedule advising appointments in a timely manner for students seeking assistance
- Develop technical skills through operating the school system database to support students in a variety of ways

### Student Coordinator, Advising and Registration Days, SCSU

May 20XX-August 20XX

- Oversaw hundreds of new students check-in procedures and assisted with finding resources to acclimate students to the new campus environment
- Used communication skills to constructively advise over 1,000 incoming students on courses to register for their upcoming semester
- Supervised hundreds of students and faculty in a student registration computer lab to efficiently and effectively register students for classes

### Front End Service Manager, Coborn's Superstore, Sauk Rapids, MN

May 20XX-August 20XX

- Provided meaningful and successful customer support when any issue would arise in order to create return customers
- Delegated cleaning, organizing and stocking tasks to cashiers and baggers through the store task chart to maintain store standards

## INTERCOLLEGIATE ATHLETICS

### Student-Athlete, Swim and Dive Team, SCSU

August 20XX-Present

- Develop strong leadership skills by mentoring underclassmen teammates, leading warm-ups at practices and competitions and encouraging teammates to perform their best so they are successful for themselves and the team
- Devote 15 hours per week to athletics while enrolled as a full-time student

## ACTIVITIES

### Member, Student Athletic Advisory Council (SAAC), SCSU

March 20XX-Present

- Attend the 20XX & 20XX NSIC SAAC Leadership Conference
- Assist in planning the annual SCSU Student-Athlete Bowl-A-Thon to help raise money for the *Make-a-Wish Foundation*

### Member, Society of Unified Management Organization (SUMO), SCSU

September 20XX-Present

### Team Captain, Swim & Dive Team, SCSU

20XX & 20XX

### Volunteer, Stamp Out Hunger

December 20XX