FirstName LastName

EDUCATION

Bachelor of Business Administration in Finance, May 20XX

St. Bonaventure University, St Bonaventure, NY, GPA 3.8

CERTIFICATIONS/ACHIEVEMENTS

Certified Financial Planner Certification, January 20XX

OFP Board, New York

VOLUNTEER EXPERIENCE / COMMUNITY SERVICE

Warming House Soup Kitchen, October 20XX March 20XX

Olean, NY

Managed the daily activities of the soup kitchen. Delegated tasks to volunteers and ensured guests' needs were being met. Provided a clean and friendly environment for all guests.

Make a Wish Foundation Charity Drive, July 20XX

Buffalo, NY

Started fundraiser at XYZ Bank and raised \$XX in 4 weeks from donations given by employees.

CORE COMPETENCIES

Collaboration

While volunteering at the Warming House Soup Kitchen, it is necessary to work as a team in order to achieve our mission of serving those that are in need. In order for our soup kitchen to run successfully, we need to have volunteers. Over the years, I have

on, meet with

our volunteers in the morning and provide a clear schedule for the day so that we can work efficiently. I delegate roles that are our guests to

ensure we are meeting their needs so that they are more likely to return.

Interpersonal Ability

As the team leader of a recent group project, I noticed that one team member was not very engaged during several group meetings. After one of the meetings, I met with him one-on-

first, so I continued to ask questions to get to the bottom of what was going on. After some digging, he revealed that he was not comfortable with the project task we assigned to him; as a result we decided to regroup and realign some of the tasks. In the end, he was assigned to a task that was more aligned with his strengths and interests. Moving forward, he was much more engaged in t