

# Raquel Recreation

192 La Fleur Way  
Boca Raton, FL 33431  
(561) 555 - 8669  
rrec@fau.edu

## EDUCATION

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*Bachelor of Arts in Criminal Justice*  
**Florida Atlantic University**  
GPA: 3.5/4.0

Expected May 20XX  
Boca Raton, FL

## PROFESSIONAL EXPERIENCE

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### Desk Attendant

*FAU Campus Recreation*

August 20XX – Present  
Boca Raton, FL

- Greet incoming members in a professional and polite manner while directing them to their intended facility
- Confirm member identification for entrance into the center and for the security maintenance of the premises
- Communicate with members to answer questions regarding campus recreation facilities, programs, and services
- Maintain knowledge of upcoming events for promotion while informing members of the center's services

### Sales Associate

*Barnes and Noble*

February 20XX – September 20XX  
Boca Raton, FL

- Assisted customers in selecting and locating literature and other multimedia based on their needs
- Answered questions regarding research and information pertaining to authors and literature
- Listened intently to assess customer inquiries in order to provide appropriate solutions

### Volunteer

*Boca Raton Regional Hospital*

June 20XX – July 20XX  
Boca Raton, FL

- Aided nurses in transporting patients for discharge or relocation
- Provided reception support and gave general information to visitors and family
- Made frequent rounds throughout the departments to assess and aid in patient needs

## COMMUNITY INVOLVEMENT

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*Eat for Tomorrow*

*Boca Helping Hands*

*MorseLife*

December 20XX

May 20XX

June 20XX