

Raquel Recreation

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

EDUCATION

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

Expected May 20XX
Boca Raton, FL

PROFESSIONAL EXPERIENCE

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

Eat for Tomorrow

Boca Helping Hands

MorseLife

December 20XX
May 20XX
June 20XX



FAU CAREER CENTER

777 Glades Road, Boca Raton, FL 33431 | Student Support Services Bldg. SU-80, Suite 220
career@fau.edu | 561-297-3533 | fau.edu/career