

FIRST NAME LAST NAME

City, State

Emailaddress@provider.com

Phone Number

linkedin.com/in/firstnamelastname/

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

EDUCATION

Northern Illinois University,

DeKalb, IL

May 20XX

Bachelor of Arts, Theater Studies

EXPERIENCE

Caribou Coffee, Sycamore, IL

Team Member, March 20XX - Present

- Consistently provide excellent customer service, utilizing strong interpersonal skills
- Collaborate with teammates to ensure customer satisfaction
- Decreased waste through attention to detail to ensure accuracy in orders
- Motivated team members by demonstrating positive attitude and encouraging others

NIU Summer Theater Arts Camp, DeKalb, IL

Camp Counselor, June 20XX – August 20XX

- Lead group activities for up to 15 campers, ages 12-15
- Facilitated teambuilding activities and encourage collaboration on projects to foster teamwork

Chicago Shakespeare Theater, Chicago, IL

Company Management Intern, January 20XX – April 20XX

- Communicated weekly with Company Manager to report on progress of project
- Coordinated travel logistics for 6 CST staff members for special events
- Wrote and edited communication sent to guest artist to ensure details are set for their travel
- Attended professional development seminars, gaining industry knowledge from professionals

ADDITIONAL EXPERIENCE

Performing Artist (various theatrical groups) May 20XX - Present

- Demonstrate teamwork through work with various sized ensemble casts
- Develop strong public speaking abilities, with experience in performing in over 30 shows
- Utilize creativity to bring characters to life on stage

Babysitter / Nanny, Various locations January 20XX - Present

- Supervise and multitask daily activities for kids, ages infant-13, watching up to 4 kids at once
- Encourage and demonstrate creativity through dramatic play, free play, and arts & crafts