**Michael Adams**

Philadelphia, PA 19118 [Michael.Adams@gmail.com](mailto:Michael.Adams@gmail.com)

(215) 555-5555 <https://www.linkedin.com/in/michaeladams>

**EDUCATION**

Chestnut Hill College, Philadelphia, PA

*Bachelor of Science in Business Administration and Management* May 20xx

Minor: Communications

GPA: 3.8

*Relevant coursework: Operations Management, Entrepreneurship, Marketing Principles, Marketing Research, History of Economic Thought, Strategic Management*

Senior Thesis:

**RELEVANT EXPERIENCE**

**Business Administration Intern**

Clarion Cultural Center, Philadelphia, PA May 20xx - August 20xx

* Created "Cultural Companions" project designed to raise attendance for events
* Assisted with visual promotions and distribution for marketing
* Organized donor and grant application files and updated and maintained Raiser's Edge database
* Attended and assisted with cultural planning meetings throughout Philadelphia to market the local arts

**WORK EXPERIENCE**

**Counter Attendant**

Bredenbeck's Bakery & Ice Cream Parlor, Philadelphia, PA May 20xx - Present

* Balance register receipts for cash, credit, and check transactions with daily average totals of $650.00
* Manage and organize weekly custom bakery orders and assist a daily average of 50 guests personally and by telephone
* Update social media pages for daily specials and offerings
* Manage bakery table and cash transactions at local Farmer's Market on Saturdays

**Hostess**

Iron Hill Brewery & Restaurant, Philadelphia, PA May 20xx - April 20xx

* Greeted guests of restaurant personally and by telephone
* Provided and prepared appropriate seating arrangements for party sizes ranging from 2-30 guests
* Assigned servers to tables and parties by rotation
* Controlled extensive guest lists and reserved party areas for major national breweries and local networking events

**SKILLS**

Microsoft Office, Canvas, Raiser's Edge, Google Docs, Social Media/Networking (Facebook, Instagram, Twitter, LinkedIn)

**ACTIVITIES**

*Member,* Business Club, Chestnut Hill College September 20xx - Present