**Benjamin Gates**

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**EDUCATION**

**Chestnut Hill College**, Philadelphia PA

Bachelor of Arts in History May 20xx

Minor: Political Science

GPA: 3.9

**HONORS AND AWARDS**

Dean’s list: Fall 20xx, Spring 20xx, Fall 20xx, Spring 20xx, Fall 20xx, Spring 20xx

**RELATED EXPERIENCE**

Chestnut Hill Conservancy & Historical Society; Philadelphia, PA

*Fundraising Intern* September 20xx – Present

• Assist in planning fundraising events, including Chestnut Hill Conservancy’s Annual Gala

• Successfully increased donations by 75% from 20xx by developing an online presence

• Work with staff to develop a list of current and prospective donors

• Collaborate with staff on new ideas, directions, and venues for fundraising

**OTHER EXPERIENCE**

The Farmer’s Backyard Restaurant, Flourtown, PA

*Server*September 20xx – Present

• Take customer orders and ensure customer satisfaction

• Recommend daily specials and discounts to successfully up-sell limited-time food products

• Process payments and handle cash and credit transactions

• Demonstrate creativity by developing brand new menus for the restaurant

SPIN, Inc.; Philadelphia, PA

Tutor March 20xx – September 20xx

• Practiced patience, understanding, and persistence to help defiant children thrive in academic settings

• Alleviated test anxiety by teaching students guided imagery relaxation and breathing techniques

• Assisted students with meeting educational goals by reviewing lessons and teaching math and reading skills

**ACTIVITIES**

Student Government Association, Treasurer Spring 20xx – Present

Orientation Leader Fall 20xx

**SKILLS**

Computer: Microsoft Office (Excel, PowerPoint, Word); SPSS; Canvas; Social Media (Facebook, Instagram, Twitter, LinkedIn, TikTok); Quickbooks; WordPress