

Stuart Union
997 Maguire Lambeau
Boca Raton, FL 33431
(561) 555-8833
stuartunion@fau.edu

EDUCATION

Bachelor of Arts in History
Florida Atlantic University

May 20XX
Boca Raton, FL

EXPERIENCE

Event Planning Assistant

Florida Atlantic University Student Union

January 20XX – Present
Boca Raton, FL

- Collaborate with event coordinators to organize facilities for events ranging from small to large
- Use the Event Management Systems software to effectively plan events in a systemized manner
- Coordinate with the Associate Director of Operations & Facilities to train and develop incoming student staff
- Guide departments, agencies, student organizations, and public clients through the planning process of hosting events at the Student Union

Sales Associate

Barnes & Noble

September 20XX – February 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 Public Library

July 20XX – September 20XX
Boca Raton, FL

- Maintained cleanliness and neatness of public areas through the organization and restocking of materials
- Compiled and ordered books and multimedia materials with accuracy to ensure objects were easy to find and use
- Supervised young adult events with purpose of maintaining order, answering questions, assisting in the implementation and preparation of activities, and tidying up the event room afterwards

MEMBERSHIPS

Mission Green Student Association
Eat for Tomorrow
Owls Care Leaders

20XX
20XX
20XX

LANGUAGES

Fluent in Spanish



FAU CAREER CENTER

777 Glades Road, Boca Raton, FL 33431 | Student Support Services Bldg. SU-80, Suite 220
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