

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

## EDUCATION

*Bachelor of Arts in History* May 20XX  
Florida Atlantic University Boca Raton, FL

## EXPERIENCE

**Event Planning Assistant** January 20XX – Present  
*Florida Atlantic University Student Union* 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** September 20XX – February 20XX  
*Barnes & Noble* 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** July 20XX – September 20XX  
*Boca Raton Public Library* 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 20XX  
Eat for Tomorrow 20XX  
Owls Care Leaders 20XX

## LANGUAGES

Fluent in Spanish