

# ADRIAN OLIVER

130 Merrick Drive  
Greensboro, NC 27402  
(336) 999-9999  
aoliver@uncg.edu

## OBJECTIVE

Seeking an internship in a non-profit agency

## EDUCATION

Bachelor of Art in Psychology, August 2010  
The University of North Carolina at Greensboro (UNCG)  
• Employed 20–25 hours weekly while completing degree  
  
Central Carolina Community College of Sanford (CCCC)  
A.A. in Pre-Psychology, December 2007

## COMMUNITY SERVICE

**Greensboro Urban Ministry** Fall 2008–present  
• Prepare and serve meals to the hungry every Thursday evening  
  
**Habitat for Humanity** Summer 2008  
• Assisted in the building of new homes for low income families in Mebane, NC

## EMPLOYMENT SKILLS

- **Trained** new employees on various job functions
- Utilized “**up-sale**” **techniques** to increase sales profits
- Executed **customer service** transactions with efficiency
- Developed **teamwork** skills while working with numerous employees
- Enhanced **interpersonal communication** skills
- Used **multi-tasking** skills to handle several tasks simultaneously

## WORK EXPERIENCE

**Ruby Tuesday**, Greensboro, NC January 2008–Present  
*Server, Salad Bar Attendant, Bartender, Hostess, and Trainer*  
  
**Wendy’s**, Sanford, NC May 2006–October 2007  
*Sandwich Maker and Cashier*  
  
**K-mart**, Greensboro, NC October 2005–January 2006  
*Cashier and Stocker*

## COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, and SPSS