

Charlie Creighton

Papillion, NE 68046 | 402-280-2722
charliecreighton@creighton.edu
www.linkedin.com/in/charliecreighton

EDUCATION

Creighton University, Omaha, NE
Bachelor of Science in Psychology
Minor in Communication Studies
GPA: 3.5

May 20XX

Papillion-La Vista Senior High, Papillion, NE
High School Diploma
GPA: 3.8

May 20XX

EXPERIENCE

Creighton University Admissions, Omaha, NE
Tour Guide

August 20XX – Present

- Lead prospective student recruitment tours and events to more than 500 guests
- Promote Twitter, Tik Tok, and Facebook accounts which resulted in an increase of followers
- Developed and maintained relationships with visiting guests by providing detailed university information and sharing personal examples
- Assisted with five special event tours which included VIP University guests

Ming's Restaurant, Papillion, NE
Team Member

November 20XX – July 20XX

- Operated cash register in a timely manner for customers to keep the restaurant efficient
- Managed and counted over \$1,000 daily in the cash register
- Ensured cleanliness of work areas and restrooms to ensure satisfaction and convenience
- Resolved customer questions quickly and accurately

Camp Kesem, Lincoln, NE
Camp Counselor

May 20XX – July 20XX

- Supervised campers ages 7-12 years old for five days at a time at an overnight camp
- Led group activities for campers which introduced teamwork, critical thinking, and fun
- Counseled children with behavior issues on the importance of respect, kindness, and understanding

ACTIVITIES AND SERVICE

- National Honor Society
- 4-H Club
- State Track 100m dash, 1st Place
- Speech & Debate and Mock Trial
- Creighton Freshman Leadership Program

SKILLS

Microsoft Office, Mac OS, Adobe Creative Cloud
Proficient in Spanish