

# Charlie Creighton

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## **EDUCATION**

**Creighton University**, Omaha, NE  
*Bachelor of Science in Psychology*  
Minor in Communication Studies  
GPA: 3.X

May 20XX

**Papillion-La Vista Senior High**, Papillion, NE  
*High School Diploma*  
GPA: 3.X

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' Restaurant**, Papillion, NE  
*Team Member*

November 20XX – July 20XX

- Operated cash register in a quick and timely manner for customers to keep the restaurant efficient
- Managed and counted over \$1,000 daily in the cash register
- Ensured work areas and restrooms are clean to ensure maximum satisfaction and convenience
- Commended by customers for the ability to resolve their questions quickly

**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, 1<sup>st</sup> Place
- Speech & Debate and Mock Trial
- Creighton Freshman Leadership Program

## **SKILLS**

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