

Neva Haddajob 555-555-5555 nevahaddajob1996@gmail.com

Objective

To gain work experience by obtaining a customer service or administrative position. Looking forward to utilizing my interpersonal, organizational, and technical skills and collaborating with others.

Education

Columbia College Chicago, Chicago, IL Anticipated 2018
Bachelor of Arts in Advertising

Projects

“Creative KoolKids Arts Show”, Crystal Lake, IL March 2013

- Presented paintings and sculptures to an audience of local artists, parents and educators
- Served as high school arts program representative

Volunteer

Peaceful Doves, Portland, OR January 2012

- Collected over \$500 in donations for community assistance projects in the Portland area

Helping Hands Food Pantry, Detroit, MI October 2011

- Organized donations and assisted patrons with finding food items

Achievements

Academic Awesomeness Scholarship 2014

Artistic Excellence Award 2013

Skills

Technology: Proficient in Microsoft Office Suite, Windows and OSX operating systems