

Samples: Experience

Experience:

Mama Leone's Restaurant, Burlington, VT

June 2008 to Present

Server

- Provide prompt and courteous service to patrons of an upscale Italian restaurant, named by *Seven Days* as Burlington's best place to dine three years in a row.
- Successfully balance five to seven tables per shift and provide back-up to fellow servers.
- Quickly learned the restaurant's proprietary point-of-sale software and train new hires on its use.
- Recognized by customers for exceptional service; frequently requested by name when patrons book reservations.

EXPERIENCE

CHAMPLAIN COLLEGE

Burlington, VT

Lead Peer Advisor

September 2008-April 2009

- Nominated by faculty and staff and competitively selected for this role which supports the Life Experience and Action (LEAD) co-curricular life-skills program.
- Participated in extensive leadership training to become more skilled in facilitating groups and hosting various LEAD activities, including some elements of Orientation, a dialogue series, cultural simulations, programs in the residence halls, and career management assignments.
- Guided 20 first-year students through the requirements of the first year of LEAD; all advisees successfully passed their LEAD assignments.
- Invited to serve as one of six student representatives on the LEAD Advisory Board.

Experience

Volunteer Income Tax Assistance Program, Burlington, VT

01/2009 to 04/2009

INCOME TAX PREPARER

- Successfully completed classroom instruction and independent study in tax law.
- Engaged in 40 hours of field experience preparing tax returns for elderly and low-income community residents.
- As a result of demonstrated initiative and grasp of tax law concepts, nominated by the site supervisor to be a student trainer for the 2010 tax season.