

# Joe B. Mountaineer

Professional.Email@gmail.com | (304) 123-4567 | [View Home Address Guidelines](#)

## EDUCATION

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**West Virginia University**, Morgantown, WV Expected: May 2017  
Bachelor of Science in Communication Studies  
GPA: 3.5/4.0

## EXPERIENCE

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**Gibbie's Pub and Eatery**, Morgantown, WV August 2015 – Present  
*Team Leader*

- Cultivate a teamwork environment to support kitchen operations and provide reliable service
- Hire and train new servers
- Bridge the gap between customers and management in an effective and efficient manner

**International Collegiate Travelers**, Washington, DC May 2016 – August 2016  
*Marketing and Communications Intern*

- Assisted the Executive Director in coronation of various meetings, conferences, and banquet functions
- Created and distributed marketing information, including press releases to international clientele that helped increase sales by 30%
- Aided in the development and implementation of internship and study abroad programs between both Italian and American High schools

## LEADERSHIP

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**WVU Undergraduate Communication Association** September 2016 – Present  
*Vice President*

- Develop outreach projects and events dedicated to philanthropic endeavors
- Administer monthly meetings using Robert's Rules of Order when president is absent

**Lambda Pi Eta** (Co-ed Communication Studies Honor Society) October 2015 – Present  
*Treasurer*

- Budget and allocate funds for different projects and events hosted by the organization

## ACHIEVEMENTS

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Dean's List Fall 2015 and Spring 2016  
WV PROMISE Scholarship Fall 2013 – Present

## SKILLS

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**Computer:** Proficient in Adobe Creative Suite, HTML, Java, and full Microsoft Office Suite

**Language:** Fluent in German and Italian