

Clayton Reed

Professional.Email@gmail.com | 304-555-1212 | [View Home Address Guidelines](#)

EDUCATION

West Virginia University, Morgantown, WV
Bachelor of Arts in Communication Studies
Minor in Business
Overall GPA: 3.2 | Major GPA: 3.4

Expected: May XXXX

INTERCOLLEGIATE ATHLETIC EXPERIENCE

West Virginia University Division 1 Football Team, Morgantown, WV

August XXXX–Present

Athlete

- Received full athletic scholarship
- Devote 20+ hours per week to athletics while carrying a full academic course load
- Demonstrate leadership on and off the field
- Started 4 games in first season

COACHING EXPERIENCE

Mini Mountaineer Football Camp, Morgantown, WV

June XXXX

Coach

- Taught the fundamentals of football in interactive activities to grades Pre-K through third
- Effectively encouraged students through public speaking
- Demonstrated exceptional time management and organizational skills

WORK EXPERIENCE

Boston Beanery, Morgantown, WV

June XXXX–Present

Waiter

- Provide exceptional customer service skills in a fast-paced environment
- Operate cash register with up to \$1000.00 daily
- Assist customers with menu and sell daily/weekly specials

COMMUNITY INVOLVEMENT

Habitat for Humanity Flood Relief Effort, Lewisburg, WV

March XXXX

- Helped build a house for a family effected by flooding in Southern WV
- Trained a diverse group of volunteers

Special Olympics, Morgantown, WV

January XXXX

- Participated with other athletes at the Winter Special Olympics
- Assisted one participant through each event

HONORS/AWARDS

Athletic Scholarship
Dean's List

August XXXX–Present
December XXXX

SKILLS

Word | Excel | PowerPoint | Project | Tester | Customer Service | Public Speaking