

Fletcher Bowens

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EDUCATION University of California, Los Angeles,

Los Angeles, CA

Bachelor Degree in Progress

Expected June 20XX

Thomas Jefferson High School, Oakland, CA

June 20XX

LEADERSHIP EXPERIENCE

Sproul Residential Hall, Los Angeles, CA

Assistant Social Chair

September 20XX-Present

- Coordinate team-building activities for residential community of 50 students.
- Collaborate with 4-member leadership team and participate in bi-weekly meetings.
- Brainstorm creative ideas and plan weekly social events to facilitate relationship building amongst residents.
- Develop promotional campaigns resulting in 25% increase in fall quarter program attendance.

Thomas Jefferson High School Warrior Press, Oakland, CA

Assignment Editor

September 20X-June20XX

- Oversaw staff of six for award-winning student newspaper.
- Researched news stories and organized weekly meetings to discuss potential article topics for upcoming edition.
- Collaborated with advisor, section editors and writers to identify and prioritize stories for publication.
- Assigned topics and reviewed content and submissions.
- Worked closely with photographer and assisted with selection of images for each article.

CUSTOMER SERVICE EXPERIENCE

Steve Fisher's Steak and Eggs, Berkeley, CA

Host

August 20XX

- Provided quality customer service in a fast paced, high volume establishment.
- Assisted staff with serving food and beverages to 100+ customers daily.
- Resolved customer complaints and polished multi-tasking capabilities.
- Processed cash and credit card payments, and informed customers about daily specials and new menu items.

COMMUNITY OUTREACH EXPERIENCE

Rosemary Meadows Senior Center, Richmond, CA

Volunteer

January 20XX-20XX

- Led 25 residents in weekly creative art projects.
- Kept detailed records of attendance for Gold Star Program.
- Collaborated with staff on preparing and serving meals and provided assistance with clean-up

MEMBERSHIP

UCLA Undergraduate Business Society

September 20XX-Present

SKILLS

Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver; Type over 75 wpm