**Fletcher Bowens**

501 Westwood Plaza Los Angeles, CA 90095

310-555-5555 fbowens@ucla.net

**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