

Edwin L. Exploring

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EDUCATION

University of Tennessee, Knoxville

Knoxville, TN

Exploratory Student (Undeclared)

Expected May 20XX

- Exploring academic and career interests in psychology, communications, and business
- Relevant Coursework: General Psychology, Public Speaking, Introduction to Business

EXPERIENCE

Vol Dining - Student Worker | Knoxville, TN

August 20XX – Present

- Provide customer service to 100+ students per shift in a fast-paced campus dining environment
- Communicate clearly with team members to ensure timely and accurate order completion
- Resolve customer concerns and maintain a positive, welcoming atmosphere
- Demonstrate reliability by consistently arriving on time and supporting team operations during peak hours

Self-Employed - Childcare Provider | Farragut, TN

Summer 20XX

- Provided care for children ages 5–9, ensuring safety, engagement, and daily routine support
- Communicated with parents regarding schedules, expectations, and child needs
- Planned age-appropriate activities to support development and keep children engaged
- Managed multiple responsibilities, including supervision, meal preparation, and conflict resolution

City of Knoxville Parks & Recreation – Lifeguard | Knoxville, TN

Summer 20XX

- Monitored pool area to ensure safety of 50+ patrons per shift
- Responded quickly to potential emergencies and enforced safety regulations
- Communicated clearly with guests and team members to maintain a safe environment
- Demonstrated responsibility and focus in a fast-paced, high-attention setting

CAMPUS INVOLVEMENT

First-Year Leadership Council – Member | Knoxville, TN

Fall 20XX – Present

- Participate in leadership development sessions focused on communication and teamwork
- Collaborate with peers to plan campus engagement activities for first-year students

Volunteering Knoxville (VOLServe) – Volunteer | Knoxville, TN

20XX – Present

- Participate in community service projects supporting local nonprofits and outreach initiatives

PROJECT EXPERIENCE

Career Exploration Project - First-Year Experience Course | Knoxville, TN

Fall 20XX

- Completed career assessments to identify strengths, interests, and potential career paths
- Researched 3 potential career fields and presented findings on required skills and education
- Reflected on personal goals and developed an initial career exploration plan

SKILLS

Professional: Communication, Teamwork, Customer Service, Time Management

Technical: Microsoft Office, Google Workspace

Additional: Adaptability, Initiative, Willingness to Learn