

CHARLES AIDEN

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EDUCATION

Northeastern University, Boston, MA

May 2022

Candidate for Bachelor of Science in Economics

GPA: 3.5

Achievements: Academic Scholarship

Torrey Pines High School, San Diego, CA

June 2018

Achievements: Honor Roll, 2011-2014, Presidential Award 2014

Extracurricular Activities: Water polo Team 2015-2018, Football Junior Varsity 2015-2016 and Varsity 2016-2018, Member of Toastmasters 2015-2018

WORK EXPERIENCE

No Way Out Gym, San Diego, CA

Front Desk Operator/ Personal Trainer Assistant

March 2017 - June 2018

- Conducted front desk operations to 100+ clients daily including appointment reminders, filing, and answering phone calls to ensure a welcoming and client-focused business
- Collected and logged monthly dues for over 2000 clients
- Informed clients of promotional services, conducted gym tours and informational sessions to perspective members, resulting in a 10% increase in memberships
- Responded to member questions and ensured a safe training environment

Event Temps, Boston, MA

General Wait Staff

September 2016 - March 2018

- Collaborated with catering team to serve food and beverages for up to 300 guests during corporate functions
- Assisted in event preparations for food and beverage team as well as multi-media equipment for corporate conferences and presentations
- Developed strong multi-tasking skills to meet customer needs in fast-paced environment
- Coordinated with team members to bring high quality service to clients and their guests

VOLUNTEER AND COMMUNITY ENGAGEMENT

Cradle to Crayons, San Diego, CA

Volunteer Coordinator

September - May 2018

- Organized Cradle to Crayons drive in 3 elementary schools; coordinated 15 volunteers to pick up collected school supplies for Emergency Essentials Fund

Rady Children's Hospital, San Diego, CA

Athletic Engagement Volunteer

October - June 2017

- Engaged with patients through play and games
- Escorted patients' families and visitors to their required destinations
- Provided reception support and give general information to visitors and families

SKILLS

Computer: Microsoft Office (Excel, Access, PowerPoint, Word) SPSS, social media platforms

Languages: Spanish (fluent), French (intermediate)

Caiden Michael

Boston, MA | CM@school.edu | 617-123-4567 | LinkedIn

EDUCATION

Northeastern University

Boston, MA

Bachelor of Arts in Communication Studies, GPA 3.0

May 2024

Relevant Courses: Principles of Organizational Behavior; Media, Culture and Society

Honors/Awards: Dean's List

Activities: Communication Studies Club, Intramural Basketball

Hometown High School

Hometown, MA

HS Diploma

June 2020

Activities: Diving team, 2016-2018; yearbook 2017-2019; school newspaper, 2016-2020

EXPERIENCE

Really Trendy Clothes

Hometown, MA

Sales Associate

September 2017 - August 2018

- Assisted 200+ customers daily in clothing selection and individualized customer service
- Coordinated and marketed weekly in-store promotions and corresponding floor displays
- Conducted training sessions for 25+ new team members on store policies, sales techniques, and cash register computers in preparation to begin employment
- Inventoried, catalogued, and restocked merchandise weekly to maintain store organization and provide accurate information to customers

The Green Family

Hometown, MA

Child Care Provider

August 2015 - September 2017

- Supervised and coordinated after-school activities for 2 elementary aged children
- Assisted children with math, English and science homework
- Planned educational and recreational activities, prepared snacks and light meals, started night-time routines

LEADERSHIP AND VOLUNTEER

Hometown Community Center

Hometown, MA

Volunteer Visual Arts Instructor

September 2016 - June 2018

- Taught weekly drawing class to 10+ seniors for 6 weeks each semester

Books on Tape

Hometown, MA

Reader

January 2014 - January 2017

- Read and recorded textbooks, instruction manuals and fiction once monthly using laptop computer software

SKILLS AND INTERESTS

Computer: Microsoft Word, Excel, PowerPoint, and Access | Social Media platforms

Language: Completed intermediate-level Spanish

Interests: Competitive diving, snowboarding, traveling (visited 45 states), reading marketing and communications blogs