

# Beverly Sims

155 Johns Road  
Augusta, Georgia 30909  
706-737-1604  
[bsims@aug.edu](mailto:bsims@aug.edu)

## OBJECTIVE

To secure a position as a [name of position] with [name of department or company]

## EDUCATION

*Georgia Regents University* Augusta, Georgia  
**Bachelor of Arts in Communications, Public Relations** May XXXX  
HOPE Scholarship Recipient

## RELATED EXPERIENCE

*Crazy Tim's Funsville* Evans, Georgia  
**Assistant Manager** August XXXX - Present

- Assist manager with scheduling and supervising 20 member team
- Prepare clubhouse for special events and supervised all weekend events
- Sell over 2000 tickets per day to families, and community groups
- Increased sales by 20% during the winter season

## OTHER EXPERIENCE

*Dillard's* Augusta, Georgia  
**Sales Team Leader** January XXXX – April XXXX

- Supervised men's clothing department
- Assisted store manager in scheduling sales staff
- Developed monthly budgets for departmental staff

*U-Haul* Augusta, Georgia  
**Customer Service Representative** August XXXX – December XXXX

- Assisted customer in coordinating rental truck pick and deliveries
- Processed rental transactions and daily deposits
- Answered multi-line telephone

## ACTIVITIES

- Accounting club member Academic Year XXXX
- Drama club member Academic Year XXXX

## SKILLS

- Skilled in Microsoft Word, Excel, PowerPoint
- Conversational Spanish speaking ability