

Sam Davis

sdavis@ucdavis.edu • Davis, CA 95816 • (530) 123-4567

EDUCATION

Bachelor of Science, **Biological Sciences**
University of California, Davis
Degree expected June 2020

EXPERIENCE

Student Assistant, UC Davis Department of Political Science June 2017 - Present

- Serve as first point of contact for the Main Department Office
- Answer phones, sort mail and direct walk-in traffic
- Respond to faculty requests
- Photocopy and scan documents as requested
- Provide administrative support to advisors as needed

Campaign Volunteer, Sacramento Office April 2017 – July 2017

- Initiate phone calls to prospective voters to encourage them to vote
- Volunteer and support the candidate
- Collect voter responses and information and logged them in the system
- Assist the regional coordinator as needed
- Distribute promotional campaign material to the public
- Participated in canvassing events

Shift Leader, Pizza Place May 2016 - August 2017

- Prepare and serve food and beverage to customers
- Provide excellent customer service
- Maintain high standards of customer service during high-volume, fast paced operations
- Handle currency and credit transactions accurately
- Maintain cleanliness of the restaurant
- Solve and answer customer queries
- Supervise 8-12 employees per shift

Sales Associate, Style Clothing August 2014 - September 2016

- Purchase merchandise to be sold
- Maintain accurate inventory count of merchandise
- Prepare and manage shipments for online orders
- Balance cash register at close

SKILLS

Language: Fluent in written and oral Spanish

Computer: Experience with Microsoft Word, Outlook, Excel, and PowerPoint

Character Traits: Excellent interpersonal communication skills, strong attention to details, comfortable with public speaking, able to analyze situations and develop well-thought-out solutions