**Laura Rawlins**

111 Grand Ave. ▫ San Luis Obispo, CA 93401 ▫ (805) 555-1111 ▫ lrawlin@calpoly.edu

**OBJECTIVE**

To obtain a part time position with the San Luis Obispo City Community Center

**EDUCATION**

 **California Polytechnic State University, San Luis Obispo**

 Bachelor of Science, **Recreation, Parks, and Tourism Administration**, expected June 2011

 GPA: 3.4 Concentration: Tourism Planning and Management

**Relevant Coursework:**

Introduction to Recreation, Parks, and Tourism Speech Communication

 Career Planning in Recreation, Parks, and Tourism Interpersonal Communication

**RELATED EXPERIENCE**

Cal Poly REC Club San Luis Obispo, CA Fall 2007-present

 **Active Member**

* + - Participate in the planning of activities for 50 members, including a bowling night and barbeque
		- Serve as a volunteer at Recreation Department sponsored events

Cal Poly Campus Dining San Luis Obispo, CA Fall 2007-Present

 **Catering Assistant**

* + - Assist in the preparation and service of food for events of up to 400 attendees
		- Utilize artistry and efficiency in the creation and presentation of food
		- Maintain customer service as top priority while ensuring cleanliness and time management

Skyhawk’s Summer Camp Huntington Beach, CA Summers 2006 & 2007

**Camp Counselor**

* Lead and instructed a group of 15 girls ages 8-12 in program activities
* Independently facilitated the soccer and volleyball portions of the camp
* Accountable for the planning and creation of over 50 different daily activities ranging from craft projects to dances
* Assisted staff members in the training of future counselors
* Responsible for the safety and well being of each camper for 24 hours a day

Pacific Sunwear Huntington Beach, CA 2005-2007

**Sales Associate**

* Aided customers in clothing and product selection
* Created displays, managed inventory spreadsheets, and opened/closed store

**SKILLS**

* Computer: Microsoft Word, Publisher PowerPoint, Excel, Minitab
* Conversational Spanish
* CPR/first aid certified

**LEADERSHIP/INVOLVEMENT**

* Residence Hall Council
* Wood’s Humane Society volunteer
* Girl Scout Gold Award
* High school soccer co-captain
* High school newspaper features editor