

Laura Rawlins

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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