Liam Morgan

Communication Studies Student | Service & Administration
liam.morgan@example.com | (906) 555-0106 | Marquette, MI 49855

PROFILE

Communication studies student with library service and retail experience in Marquette. Organizes information, responds to routine questions, and writes clear instructions for varied audiences. Brings reliable record keeping and practical teamwork to an entry-level service or administrative opportunity.

EDUCATION

Northern Michigan University August 2023 – Expected May 2027

Bachelor of Science — Communication Studies | GPA: 3.55 / 4.00 | Marquette, MI

- Relevant coursework: Organizational communication, public speaking, research methods, business writing

WORK & PRACTICAL EXPERIENCE

Youth services aide January 2026 – August 2026

Peter White Public Library | Marquette, MI

- Helped patrons locate materials and understand library services under staff guidance.
- Organized returned materials and kept public service areas welcoming and orderly.
- Communicated unresolved requests to the appropriate staff member and prepared clear handover notes.

Customer service associate June 2025 – December 2025

Marquette Food Co-op | Marquette, MI

- Assisted shoppers with routine questions and supported timely restocking.
- Maintained task records and coordinated shift priorities with the supervisor.

ACADEMIC & PERSONAL PROJECTS

Community Event Plan January 2026 – April 2026

NMU coursework · Project coordinator

- Created a sample event timeline, budget worksheet, and participant communications plan.
- Presented a contingency checklist and revised responsibilities after team feedback.

Digital Information Guide September 2025 – December 2025

NMU coursework · Student author

- Turned public Marquette service information into a clear, accessible guide with organized headings and verified links.

SKILLS

Service: Customer communication, information organization, record keeping
Administration: Scheduling, meeting notes, teamwork, task coordination
Tools: Word, Excel, PowerPoint, Google Docs, Canva

VOLUNTEERING & LEADERSHIP

Peer orientation volunteer September 2024 – May 2025

Northern Michigan University | Marquette, MI

- Welcomed new students and referred campus service questions to the appropriate office.

Fictional student example - identities, experience, dates and GPA are invented.
Real organization names provide context only. No employer endorsement. Replace all details.