

Alex Brown

No-Experience Flight Attendant

(123) 456-7890 · City, ST · email@example.com · LinkedIn | Portfolio

Recent college graduate seeking a flight attendant role. Strong academic background in communications and volunteer experience in customer care. Proven ability to remain calm under pressure and deliver empathetic service.

Key Skills

- Verbal communication
- Empathy & active listening
- Crisis de-escalation
- Multitasking under pressure

Professional Experience

Volunteer Youth Mentor | Big Brothers Big Sisters | City, ST
September 2021 – June 2022

- Developed one-on-one mentoring relationships with teens, improving confidence and school engagement
- Organized group activities and workshops for 20+ participants, honing event-planning and leadership skills
- Handled sensitive situations with empathy and discretion, earning volunteer recognition

Front-Desk Intern | City Wellness Center | City, ST
June 2021 – August 2021

- Managed appointment scheduling for 30+ clients per day using digital booking systems
- Conducted customer intake, collected feedback, and resolved minor complaints, maintaining a 95% satisfaction rate
- Supported inventory of supplies and sanitized communal areas, ensuring compliance with health guidelines

Education

Bachelor of Arts in Communications | State College | City, ST
May 2022

Certifications

- Certified Corporate Governance Paralegal (CCGP), NACD, June 2019