

# LinkedIn Basics

## Best Practices When Creating Your LinkedIn Profile

Choose a cover photo that's relevant to your professional goals, field of study, or base location.



Keep your profile picture simple and professional. Use a photo with a plain background. Remember to smile!

Griffy Griffin

Business Administration Major | Student Leader | Aspiring  
People Operations Professional

New York, New York, United States · [Contact info](#)



Dolphin Restaurant



Marymount Manhattan  
College

Create a headline that's unique, targeted, honest, and that informs others of your goals. Do not use the default "Student at Marymount Manhattan College." Make sure to stand out!

### About

I am a driven, innovative, and adaptable leader studying Business Administration at Marymount Manhattan College. My leadership skills are best demonstrated by my successful appointment as Editor-in-Chief for my college newspaper, "The Monitor." With proven experience in leading teams, providing professional training, researching, editing, and copywriting, I am excited to launch my career in providing top-notch talent/people operations support in collaborative, mission-driven organizations.

Write a summary that shares a bit about what motivates you, what you're currently studying, and what you are looking forward to next.

**Describe all your part-time/full-time experiences and internships. Don't be shy! Elaborate on your job duties, accomplishments, and skills.**

## Experience



### Host

Dolphin Restaurant · Part-time

Jul 2019 – Present · 1 yr 7 mos

Yonkers, New York, United States

- Greet guests and manage seating arrangements in high-volume restaurant
- Set up and organize events for broad populations of 10 – 200+ customers
- Ensure proper table settings to align with vision of restaurant owner and maintain company brand
- Act as expert for 50+ menu items and advise customers on availability of order modifications
- Maximize restaurant revenue by strategizing best reservation schedules and booking accordingly



### Resident Assistant

Marymount Manhattan College

Aug 2018 – Jun 2019 · 11 mos

New York, New York, United States

- Fostered development of relationships among 45 first-year residents
- Advised and counseled students on academic, social, and personal questions and concerns
- Managed administrative duties: budgeting, maintenance, room transfers, inci ...see mo



### Sales Associate

Suburban Style Company · Part-time

Jun 2018 – Feb 2019 · 9 mos

New York, New York, United States

- Built rapport with up to 50 customer daily by serving as subject matter expert for store merchandise, answering inquiries, and addressing concerns
- Maintained cleanliness of store by restocking shelves, organizing inventory, and setting up displays ...see mo



### Camp Counselor

Bantam Day Camp · Seasonal

Jun 2017 – Aug 2017 · 3 mos

Bantam, Connecticut, United States

- Led group of 15 children, ages 8-10, in daily activities, lunches, and field trips
- Planned and executed two events for camp population of 250+ students: Color War and Talent Show

...see mo



**You can also include appropriate photos/videos of your work projects in this section.**

**List all completed and in-progress degrees and summer education program. Include your GPA if it's over a 3.2. List out all school clubs, activities, and societies.**

## Education



### **Marymount Manhattan College**

Bachelor of Arts - BA, Business Administration, 3.4

2017 – 2021

Activities and Societies: The Monitor - Marymount Manhattan College Newspaper: Editor-in-Chief, Marymount Community Outreach: Member, On A Side Note - A Cappella: Member

**Highlight all volunteer experiences and community involvement. Be sure to include a brief synopsis of how you contributed to the organization.**

## Volunteer experience



### **Activities Coordinator**

Hopeful Homestead

Sep 2019 – Present • 1 yr 5 mos

Social Services

Plan, coordinate, and deliver free music and arts activities for children, ages 6-10, from low-income families.



### **General Member Board**

Teen Leadership Collective

Jan 2017 – Dec 2018 • 2 yrs

Education

Provided insight on high school-to-college transition as general board member of organization dedicated to helping teenagers with life skills. Designed growth and development activities, such as college bingo, SAT study groups, and essay-writing workshops.

## Skills & endorsements

- + Team Leadership
- + Training
- + Activity Coordination

**Include relevant and professional hard/soft skills. Since recruiters use keywords to search for candidates, it's recommended to add the maximum amount of skills (50).**

## Industry Knowledge

- + Facebook Marketing
- + Strategic Planning
- + Social Media Marketing
- + Strategy
- + Data Analysis
- + Social Media
- + Project Management
- + Editing



## Accomplishments

### 5 Courses

Leadership in the Modern Workforce • Non-Profit Organizations and Corporate Structures • People Operations: Sustaining a Happy Workforce • Recruitment, Talent Acquisition, and the Modern Applicant Pool • Research and Journalism Techniques

