

CHRISTOPHER EDWARDS

Bloomfield Hills, MI 48304 | 313-815-2817 | echrisdavid8@gmail.com

PROFESSIONAL SUMMARY

Motivated and personable Political Science major and Pre-Law student at the University of Detroit Mercy with experience in customer service, admissions support, leadership, and youth coaching. Strong communication, problem-solving, and interpersonal skills with a proven ability to work in fast-paced environments while maintaining professionalism and attention to detail. Passionate about leadership, teamwork, and creating positive experiences for customers, students, and families.

CORE SKILLS

- Customer Service & Guest Relations
- Leadership & Team Collaboration
- Communication & Active Listening
- Problem-Solving
- Admissions & Front Desk Support
- Time Management
- Team Building & Mentorship
- Microsoft Office & Point-of-Sale Systems

EDUCATION

University of Detroit Mercy

Bachelor of Arts in Political Science (Pre-Law Track)

Expected Graduation: [Add Year]

GPA: 3.0

Relevant Coursework:

Political Science, Criminal Law & Procedure, Business Law, Leadership, Elements of Political Thought, International Relations, U.S. History, Introduction to Law & Judiciary

Bloomfield Hills High School

Honors Graduate | Student Athlete

Diploma, 2024

PROFESSIONAL EXPERIENCE

University of Detroit Mercy

Welcome Desk Associate / Admissions Ambassador

January 2026 – Present

- Welcome prospective students and families while providing professional front-desk support for the admissions office
- Schedule and coordinate campus tours for visitors and prospective students
- Answer phones and respond to questions regarding admissions, campus services, and student resources
- Maintain a friendly and informative environment to enhance the visitor experience

Nara Sushi Hibachi Steakhouse

Host

July 2024 – December 2025

- Greeted guests and managed restaurant seating in a fast-paced dining environment
- Assisted customers with questions and ensured high-quality guest service
- Maintained cleanliness and organization of dining and kitchen areas
- Supported team operations to provide a positive dining experience for guests

Houston's Hot Chicken

Cashier

February 2023 – June 2024

- Processed customer orders accurately and efficiently using point-of-sale systems
- Delivered excellent customer service by assisting guests with menu selections and questions
- Maintained clean and welcoming dining areas to enhance customer satisfaction
- Worked collaboratively with team members during high-volume service periods

i9 Sports

Youth Basketball & Football Coach

February 2023 – April 2024

- Coached youth athletes in basketball and football fundamentals, teamwork, and sportsmanship
- Built player confidence and encouraged skill development during practices and games
- Communicated regularly with parents to create a supportive and inclusive environment

- Demonstrated leadership, patience, and mentorship skills while managing young athletes

This version is stronger for internships, office roles, customer service positions, admissions jobs, and entry-level professional opportunities. It also reads cleaner for ATS resume systems and recruiters.