First name and last name

emailname@email.com
Phone number

OBJECTIVE

Seeking a retail position with a dynamic brand where I can apply my customer service skills and gain valuable insights to further a career in retail management.

EDUCATION

North Jackson High School, Arlington, NY
Expected Graduation Date: June 2022
GPA: 3.90
AP Courses: English, Math and Biology
Honors: National Honors Society; Cum Laude Society

WORK EXPERIENCE

Waitress, Jack's Pizza Place
April 2020 to Present

- Greet guests in a friendly and professional way.
- Take orders, serve food and process payments in a timely manner.
- Be flexible and ready to assist with cleaning and other tasks as required.
- Awarded employee of the month March 2021 and June 2021 for quick and courteous service.

Camp Counselor, Monarch Summer Camp
July 2021 to August 2021

- Supervised a group of 15 elementary students during week-long summer camp.
- Provided guidance during athletic events, nature hikes and arts and crafts activities.
- Served as a positive role model helping children to develop confidence and life skills.

VOLUNTEER EXPERIENCE

Fundraising Committee, Arlington Animal Rescue
October 2020 to Present

- Helped organize a silent auction fundraiser, raising a total of $25,000 to support efforts to find homes for shelter animals.
- Solicited donations of goods and services from local businesses.
- Created event invitations and photographed items to be featured on the organization website.

ACTIVITIES

- North Jackson High School Yearbook Editor, September 2020 to Present
- North Jackson High School Student Council, September 2019 to Present
- North Jackson High School Varsity Volleyball, September 2018 to Present

SKILLS

- Microsoft Office
- Adobe InDesign
- Adobe Photoshop
- Customer service
- Conversational Spanish

References available upon request.