Madison Jacobsen

527 North Maple, Arlington, NY 12133 • 555.123.4567 • mjacobsen@gmail.com

Objective

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

Education

North Jackson High School, Arlington, NY
Expected Graduation Date: June 2020
GPA: 3.98
AP Courses: English, Math, and Biology
Honors: National Honors Society; Cum Laude Society

Work Experience

Waitress, Jack's Pizza Place
April 2017 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 2018 and April 2018 for quick and courteous service.

Camp Counselor, Monarch Summer Camp
July 2017 to August 2017
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 2017 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 2018 to Present
- North Jackson High School Student Council, September 2016 to Present
- North Jackson High School Varsity Volleyball, September 2016 to December 2016

Skills

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

References available upon request.