

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Admission to [university] for the expected class of [graduation year]

Experience

- Retail** - Company / Location
MONTH YEAR - Present
- Greeted customers upon entrance to the store, asking if they need any help or would like to browse.
 - Organized clothing to ensure the displays look presentable and showcase the clothing in the best light.
 - Worked the register, ringing up items and collecting customer payments via cash, card, or digital payment.
 - Cleaned the dressing rooms after each use to ensure proper sanitation and a good shopping experience for each customer.
 - Opened and closed the shop, ensuring the facility is secure, and all tasks have been completed.
- Summer Camp Counselor** - Company / Location
MONTH YEAR – MONTH YEAR
- Attended pre-camp training for all counselors, including training of the facilities and CPR.
 - Greeted campers and their families on the first day and directed campers to their tents or other lodgings.
 - Ran one of the camp activities and maintained a clean workspace for each group of campers.
 - Walked campers to their next activity for the day, ensuring everyone stays safe and taking kids to the nurse when necessary.
 - Maintained a list of emergency contacts for the camp and individual students, using the list when applicable.
- Project Experience**
- Planned and coordinated the completion of the Girl Scout Gold Award, ensuring the project meets the organization’s standards.
 - Participated in a poetry reading competition, representing the school at the regional level and beyond.
 - Worked as a teacher’s assistant during one’s free period, helping with classroom organization and other tasks.

Education

- DEPARTMENT** - West High School
MONTH YEAR
- GPA: LIST
 - AWARD
 - AWARD
- DEPARTMENT** - West Central Middle School
MONTH YEAR
- GPA: LIST
 - AWARD
 - AWARD

Skills

- Expertise**
- Ability to lead a team
 - Work as part of a team
 - Can empathize with others
 - Time management
 - Organization

Licenses & Accreditations

- Licenses & Accreditations**
- CPR training, completed in [year]