

NAME

TITLE

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

Profile

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Experience

Receptionist - Willford Building

May 2022 – September 2022

- Filed and faxed paperwork to the relevant office within the building.
- Created a digitized and accessible filing system for registering walk-ins.
- Managed the front desk and acted as the first point of contact for clients.
- Created bulletin boards displaying important information in an organized manner.
- Responsible for overseeing a clean and sanitized reception area

Server - Blakely's

June 2021 – May 2022

- Ensured timely delivery of customer's food
- Helped customers place their food and beverage orders
- Maintained a clean, sanitized, and safe environment for diners
- Handled payments
- Received and handled customer complaints and critics

Project Experience

- Wrote a business plan for an online thrift shop
- Made a board game to help my group understand investing and wealth creation
- Helped to create and schedule activities at my grandmother's asylum

Education

DEPARTMENT - Bradford High School

2020 – Current

- GPA 3.9
- Relevant Coursework: Business Studies, Mathematics, A.P French
- Expected Graduation Date: 2023
- Membership: Student Leadership, French Club

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Friendly
- Punctual
- Organized
- Verbal and written communication
- Data entry
- Reliable

Licenses & Accreditations

Licenses Licenses & Accreditations

- French Delf C2