

# NAME

TITLE

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

## Profile

Proin gravida nibh vel velit auctor aliquet. Proin gravida nibh vel velit auctor aliquet. Aenean sollicitudin, lorem quis bibendum auctor, nisi elit consequat ipsum, nec sagittis sem nibh id elit. Duis sed odio sit amet nibh ipsum.

## Experience

### Cashier- Company / Location

MONTH YEAR - Present

- Job Description: Assisted customers by greeting them upon arrival, meticulously scanning items, expertly executing all monetary transactions, and helping bag items
- Results: Provided stellar customer service while swiftly and flawlessly charging customers and providing the correct change
- Additional Competencies: Great personality with a solid ability to communicate and problem-solve, prompt, and willing to help others
- Other: Organized avenues for improved communication between employees, like chat groups to change shifts or ask for help

### Parking Coordinator - Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Greeted customers, safely navigated customers to the appropriate parking spots for local events like the fall fair, holiday market, and more, and professionally handled cash transactions.
- Results: Improved customer satisfaction by directing them to open spots and boosted parking lot safety by using traffic cones to block off pedestrian zones.
- Additional Competencies: Comfortable standing and moving for long hours, exceptional communication and analytical skills.
- Other: Promoted to the cashier position after two seasons

### Project Experience

- High School Volleyball Team: Member of the volleyball team for all four years of high school, earning various trophies and awards for performance and teamwork
- Volunteer at a Helpline: Experience answering phones and communicating effectively, following scripts, and adhering to protocols

## Education

### Bachelor's Degree in English - University of Phoenix

2023 – Current

- GPA: 3.8
- AWARD
- AWARD

### Highschool Degree - Cortez High School

May 2009

- GPA: 3.9
- AWARD
- AWARD

## Skills

### Expertise

- Strong ability to actively listen
- Reliable and prompt
- Competent in social media marketing
- Friendly
- Highly adaptable

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Microsoft Office Suite and Excel
- Red Cross First Aid Certification