

NAME

TITLE

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

Profile

Admission into [name of university] as a student in the [desired major department/college/school]

Experience

Babysitter - Company / Location

MONTH YEAR - Present

- Took care of children while their parents were out, from homework help to food preparation to bathing.
- Communicated with parents in case of emergency and made decisions regarding the children's care.
- Showed up to the house on time to review emergency numbers and other important contacts.
- Collected payment via cash, check, or digital payment from parents upon rendering services.
- Promoted services to family, friends, and neighbors with children to help bring in more business.

Food Service - Company / Location

MONTH YEAR – MONTH YEAR

- Took customer orders at the front counter and/or drive-through window, ensuring order accuracy.
- Packaged to-go orders with all items, including drinks and specialty items, referring to the receipt for completion.
- Helped maintain a clean dining room, restocking lids, straws, and other items before lunch or dinner.
- Assisted the manager with closing tasks, including but not limited to counting cash drawers and cleaning the bathrooms.
- Provided excellent customer service from when a customer entered to when they left the restaurant.

Project Experience

- Planned and coordinated the completion of a Boy Scouts Eagle Scout Award, including scheduling and financial management.
- Helped build the sets for the high school theater program, following the needs of the production and director.
- Worked with fellow students to complete class projects on subjects ranging from history to science.

Education

DEPARTMENT - Central High School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - South Central Middle School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Time management
- Teamwork
- Interpersonal communication
- Public speaking
- Organization

Licenses & Accreditations

Licenses & Accreditations

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