

# NAME

TITLE

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

## Profile

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## Experience

### Host Staff - Company / Location

*MONTH YEAR - Present*

- Job Description: Greeted customers, coordinated seating charts, assisted servers with clearing tables or delivering food
- Results: Assisted the wait staff by answering questions while greeting and seating customers and shared featured menu items to boost sales
- Additional Competencies: Great communication skills and ability to perform in fast-paced environments
- Other: Earned the Host with the Most award

### Volunteer at Pet Shelter- Company / Location

*MONTH YEAR – MONTH YEAR*

- Job Description: Efficiently maintained kennels, cleaned litter boxes, and strictly adhered to feeding and medication schedules
- Results: Ensured high quality of life for all animals and helped 10+ pets get adopted by networking and sharing news on social media
- Additional Competencies: Impeccable organizational skills and ability to manage various work tasks simultaneously
- Other: Created a TikTok account for the shelter that increased awareness and boosted adoption rates

### Project Experience

- High School Debate Team: Three consecutive years of public speaking and articulately debating both sides of an argument
- Reading Buddy: Assisted grade one students with reading time

## Education

### Highschool Student - Saint Anthony Village High School

*2022 to Current*

- GPA: 3.8
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

*May 2009*

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Extremely organized
- Strong verbal and written communication skills
- Strong eagerness to learn
- Analytical skills
- Teamwork and relationship-building skill

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- French Delf B1
- Microsoft Office Suite and Excel