

NAME

TITLE

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

Profile

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Experience

Waitress - Company / Location

2020 to present

- Served 10 tables per night with up to 40 guests at a time.
- Greeted all customers with a smile and provided excellent service.
- Engaged with customers and ensured they were well taken care of during their stay.
- Followed strict guidelines when handling food or perishable items.
- Organized events and helped the managerial team maintain order.

Volunteer at Nursing Home - Company / Location

2019 to 2020

- Spent around 10 hours a week tending to the needs of all residents.
- Kept detailed records of each resident's progress and needs.
- Organized events such as bingo night and reading sessions.
- Engaged with potential residents and explained our services and routines.
- Improved the record-keeping process by creating a new organizational system.

Project Experience

- High School Student Council President: ran the council and organized the yearly calendar.
- Animal Shelter Volunteer: Groomed and took care of small animals.

Education

High School Diploma - Texas City High School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Time management
- Microsoft Office Suite
- Proactive personality
- Collaboration skills
- Communication skills

Licenses & Accreditations

Licenses Licenses & Accreditations

- CPR (ARC)