

Joe Sample

757 W. Locust St., Stayton, OR 97381

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503-555-1234

Career Objective:

To use skills in a professional customer service position.

Education:

Stayton High School, Stayton, OR 2014-Present

- 3.75 GPA
- Editor of school newspaper
- Office aide
- Business Career Pathway

Experience:

Sales Associate, The Popcorn Store, Salem, OR 2015-2016

- Maintain and restock inventory.
- Provide friendly customer service.
- Handle customer payments and refunds.
- Clean up kitchen and dining areas.

Child Care, Multiple Families, Stayton, OR 2012-Present

- Provide childcare for several families after school, weekends and school breaks.
- Actively engage children in age appropriate activities from reading, playing board games, and playing outdoors.
- Ensure children are safe and in sight.
- Prepare snacks and meals and clean up after meals and play.
- Support children in completing school work.

Achievements/Certifications:

- National Honor Society, 2015-Present
- Honor Roll, 2014-Present
- Student Body Leadership, 2014-2016
- Football Captain, 2015-Present
- Big Brother/Big Sisters, 2013-2015

Additional Skills:

- Proficient in Spanish
- Strong computer skills, including all aspects of Microsoft Office
- Certified in CPR and First Aid

References:

Available upon request