

Your Name Here
357 North Ola Road
McDonough, GA 30252
770-288-3222
YourEmail@gmail.com

OBJECTIVE: To obtain a position utilizing my sales and customer service abilities

SUMMARY:

- Self-motivated; able to set effective priorities and implement decisions to achieve immediate and long-term goals
- Developed interpersonal communication and supervisory skills
- Adapt easily to new concepts and responsibilities
- Experience dealing with a diverse range of customers

EDUCATION:

Ola High School, McDonough, Georgia
General Studies, AP/Honors Coursework, Graduation 2018
Governor's Honors, Social Studies, 2017

EMPLOYMENT:

2017-2018, the UPS Store, McDonough, GA

Part Time, Sales Associate

- Receive and process packages for courier shipment
- Operation of copiers, fax machines, binding equipment
- Handling of sales transactions to include cash and credit
- Ensure customer satisfaction

2016-2017, Chick Fil A, McDonough, GA

Part Time, Evening Crew Member

- Guest service and food preparation
- Cooking food and assembling sandwiches
- Cleaning and sanitation duties as necessary

2016-2018, HC Parks and Rec, McDonough, GA

Part Time, Concessions Associate

- Customer service and sales of concession food and beverage
- Responsible for the handling of monies
- Ensure cleanliness and proper clean-up of facilities

2014-2018, Turning Point Church, McDonough, GA

Part Time, IMPACT Technology Associate

- Ran sound and technology transitions at worship using Pro Presenter 5
- Fall festival volunteer, set up and tear down of displays and general maintenance and cleanup of facilities
- Customer service relations

ACTIVITIES AND AWARDS:

- GaDOE Student Advisory Member, 2017-2018
- Central Georgia History Bowl Champion, 2017
- McDonough Youth Advisory Council, 2017
- The Hoof Print Newspaper Graphics Editor, 2016-2017
- Snapping Shoals, Washington Youth Tour, 2016
- Henry Youth Leadership Member, 2015-2016
- Academic Bowl Team, JV Team Captain, V Player, 2014-2018

REFERENCES: Available upon request