

First Last

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Portland, OR • 503-555-1234 • sample@up.edu

Profile

Responsible and motivated team member with experience in customer service developed through roles in food service and childcare. Strong communication and prioritization skills honed through academics and athletics.

Education

University of Portland, Portland, OR **May 20XX**
Bachelor of Science, Biology, Minor: Neuroscience

Sample High School, Portland, OR **June 20XX**
High School Diploma

Experience

Crew Member, McDonalds, Portland, OR **May 20XX – August 20XX**

- Managed high-pressure situations with a composed demeanor while providing attentive customer care
- Efficiently processed cash and credit transactions with meticulous attention to detail

Team Captain, High School Volleyball Team, Portland, OR **September 20XX – May 20XX**

- Elected Team Captain following two successful seasons as active Team Member
- Coordinated communication between 24 athletes ensuring timely start to practice and competitions
- Strengthened communication skills acting as liaison between players and coaches

Peer Leader, Sample High School, Portland, OR **September 20XX – May 20XX**

- Mentored incoming students and served as resource for questions.
- Led monthly meetings on topics including study habits, time management, and leadership.

Skills

Programs: List examples like: Microsoft Office, Adobe, Photoshop
Languages: Spanish (conversational fluency), English (native fluency)

Additional Experience

Member, High School Key Club Chapter **September 20XX – May 20XX**
Counselor, Elite Volleyball Summer Camp, Portland, OR **June 20XX – August 20XX**