

First Name Last Name

6 Elm Avenue, Stockler, CA 91733
Home: 111.111.1111 Cell: 766.444.4444
petals@flowershop.com

OBJECTIVE

A weekend part time position in a retail store that sells music, books or sporting supplies.

EDUCATION

Woodrow Wilson National High School, Stockler CA
High School Diploma anticipated in May 2009 Junior, GPA 3.41

High School Awards and Honors

National Honor Society: Fall 2005, Fall 2006, Spring 2008
Middle School Academic Honor Roll: 2002, 2003
Perfect Attendance 2006

WORK EXPERIENCE

Franklin's Lawn & Garden Services, Stockler CA 2004 to Present

- Assist family business to provide lawn and yard care services for 25 neighborhood homes bi-weekly.
- Create and distribute 200 flyers about lawn services using Print-to-Pretty software in the neighborhood monthly.
- Help to stuff envelopes with invoices for monthly billing and enter payments into Quick spreadsheet software.

Chuck's Sodas & Pizza, Stockler CA Summer 2007

- Restocked condiments, napkins and maintained a clean counter.
- Provided great customer service for about 25 walk-in customers on each shift.
- Operated cash register, POS, and frequent guest card system.

VOLUNTEER & COMMUNITY

Big Kids Society – 10 hours monthly
Library Reading Program – 2 hours monthly
5K Walk with family – October 2004, 2005, 2006

INTERESTS & SKILLS

-Community Basketball League – Most Improved Player Award 2001
-Bass Guitar – Indoor Marching Band 2nd Place Tournament of Bands 2008
-Proficient with Microsoft Word, Excel, and PowerPoint, and Internet Research