

SUZIE STUDENT

OBJECTIVE

- Seeking part-time retail sales clerk/cashier position

SUMMARY OF QUALIFICATIONS

- Customer-focused self-starter with proven client services skills
- Energetic, hard-working achiever and communicator, with strong listening skills
- Quick learner, eager to learn and follow directions
- Excellent team player who thrives in teamwork situations
- Responsible and reliable, with record of professionalism

EDUCATION

- *High School Diploma*, Kettle Falls High School, Kettle Falls, WA, expected May 2012

HONORS AND DISTINCTIONS

- Earned Stevens County Superintendent's Scholar Award, 2011
- Achieved Honor Roll, Kettle Falls High, 2010-2011
- Earned Varsity Letter, Kettle Falls High Soccer Team, 2009-2011

WORK HISTORY

Bagger, *Super One Foods*, Colville, WA, Summer 2010

- Prepared bagged groceries to customer specifications
- Assisted in loading groceries to customer vehicles
- Secured shopping carts and other key supplies
- Provided customer service to average of 60 customers per shift

Babysitter, *Suzie's Babysitting Services*, Kettle Falls, WA, 2007 to present

- Maintain satisfied clientele of 10 families
- Provide quality care for children aged newborn to 12 years
- Manage all aspects of business

COMMUNITY SERVICE

- Supplied 40 community-service hours at Parkview Senior Living, retirement community, Sept. to Oct. 2010
- Donated more than 100 hours to Northeast Washington Fairgrounds, Fall 2009 and Spring, 2010
- Contributed more than 120 volunteer hours to Columbia River Christian Academy Summer Camp, Summer 2010
- Provided 10 volunteer hours to Columbia River Cleanup, Summer 2010

SKILLS

- Customer relations, customer service
- Computer literate in both Windows and Macintosh platforms
- Working knowledge of Spanish