

SAMPLE RESUME 1

Kathy McBeel
2100 McIntyre Dr.
Shepherdsville, KY 40165
502-555-5665
kmcbeel@stu.kctcs.edu

OBJECTIVE

An administrative assistant position in the social service field using my data-entry skills, organizational ability, and strong work ethic.

EDUCATION

Smart High School Louisville, KY
Graduation Date: May 2005
GPA: 3.6/4.0

COMPUTER SKILLS

Microsoft Office (Word, Excel, Access, Publisher, PowerPoint)
Microsoft Outlook
Internet Explorer

EXPERIENCE

Ride Attendant April 2003 to Present

Six Flags Kentucky Kingdom Louisville, KY

- Direct patrons of amusement park in getting on and off riding device.
- Maintain order among patrons waiting to ride device.
- Fasten patrons' safety belts and bars to prevent injuries during ride.
- Assist children and elderly patrons from ride.
- Collect tickets and cash fares.

Server/Hostess January 2001- January 2003

Applebee's Restaurant Louisville, KY

- Greeted guests, and escorted them to designated table
- Described menu specials, took orders, and delivered meals in a timely manner
- Assisted fellow servers in delivering orders to their tables, putting customer service first
- Trained new servers on restaurant policies and procedures

HONORS AND ACTIVITIES

Honor Roll 2001-Present

Students Against Destructive Decisions, Member 2003-Present

Co-Ed Y, President 2004- Present

Senior Varsity Women's Basketball Team 2003-Present

Junior Varsity Women's Basketball Team 2002-2003

REFERENCES

Available upon Request