

SAMPLE RESUME 2

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OBJECTIVE

To obtain an internship or part-time position in the banking industry utilizing my educational preparation in accounting

EDUCATION

Advanced High School, Louisville, KY
Graduation Date: May 2006
GPA: 3.5

EXPERIENCE

Cashier (9/03-Present)

McDonald's Louisville, KY

- Key in customer orders into register and prepare food tray or takeout bags accordingly.
- Serve cold drinks, using drink-dispensing machine, and frozen milk drinks and desserts, using milkshake or frozen custard machine.
- Press lids onto beverages and place beverages on serving tray or in takeout container.
- Demonstrated a positive attitude while processing customer cash and credit transactions.
- Maintain a clean and orderly eating and serving area.

Sales Associate (5/01-6/03)

Stein Mart Louisville, KY

- Assisted in the smooth and profitable operation of specialty clothing and home décor shop.
- Generated sales and maintained positive image among clients.
- Designed and constructed store displays.

COMPUTER PROFICIENCIES

Microsoft Word, Excel, PowerPoint, FrontPage, and Adobe Photoshop

HONORS AND ACTIVITIES

SADD President, 2004-Present
Dance Team, 2003-Present
Marching Band, 2003- Present
Norton Hospital Volunteer, 2004- Present
Honor Roll, 2003-2004

REFERENCES

Available upon request