

SAMPLE RESUME

Sample Address

Sample State

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OBJECTIVE

Looking for part-time entry-level position in service industry or other field.

EDUCATION

Klamath Union High School, 2008-present

Ponderosa Junior High School, 2007-2008

Butte Valley Middle School--Mcdoel, California, 2006-2007

WORK EXPERIENCE

Contemporary Arts Kitchen 2009-2011 (worked between 20-40 hours per month)

SERVICE INDUSTRY

- Staffed café and office during morning or evening shifts
- Working box office at concerts and events
- Staffed as roaming security at dances and during special events
- Was cashier at events, including fundraisers

BUILDING IMPROVEMENTS & MAINTENANCE

- General cleaning that included sweeping floors, mopping, vacuuming and taking out the trash
- Washed dishes, walls, windows, and counters
- Helped to move heavy items into upstairs and downstairs locations
- Painted walls, doors, counters, and assemble cubicles

PROMOTION

- Worked on the street team and extensively promoted. This included handing out fliers and hanging up posters
- Participated in several parades, including parades for Veterans Services and Snowflake Festival
- Was interviewed for promotional video for The Contemporary Arts Kitchen
- Spoke at general meetings regarding projects, promotion, and member interests

ARTS

- Acted in the Haunted House fundraiser for both years – 2009 and 2010
- Acted in internal theater productions
- Was a featured visual artist in the Ross Ragland theater

- Was a featured artist in The Contemporary Arts Kitchen's visual art gallery
- Was the artist featured for an article in the Herald and News regarding arts in the public schools
- Taught art techniques to other members and the public
- Built play sets for several productions
- Painted permanent art for the café
- Participated in open mic night

SPECIAL QUALIFICATIONS

Responds well to direction
Good-natured and friendly
Hard working and patient
Good sense of humor
Good time management skills
Good with the elderly and very young
Forms quick friendships with people of all types and ages

REFERENCES

Sample reference – ###-###-####
Sample reference – ###-###-####
Sample reference – ###-###-####