FIRSTNAME **LASTNAME**

1234 NE ABC St.

Portland, OR 97230

503.555.5555

my.email@myemail.com

Education

**MADISON HIGH SCHOOL**,Portland, Oregon

Expected Graduation Date June 2019

3.5 GPA

Employment Experience

**BURGERVILLE**, Portland, Oregon

*Team Member*  May 2016-August 2016

* Provided exceptional customer service to 200+ customers per day
* Cleaned all work areas, service stations, silverware and dishes

and ensure they were stored appropriately

* Monitored inventory

Skills & Qualities

* Proficient in Microsoft Office Suite
* Bilingual (Spanish)
* Hardworking
* Reliable and punctual

Extracurricular Involvement

* **Madison High School Varsity Basketball Team** October 2016-April 2017
* **Key Club**, Treasurer September 2016-June 2016

Volunteer Experience

**FRIENDS OF THE CHILDREN**, Portland, Oregon March 2017

* Helped coordinate and assemble care packages for people experiencing homelessness

Certifications & Accomplishments

* **Food Handler’s Card** March 2017
* **CPR Certification** January 2017
* **Poetry Out Loud Schoolwide Slam**, 2nd Place January 2017