

# Awesome Student

Street Address, City Name, AR 77777  
(XXX) XXX-XXXX | appropriate email address

## Work Experience

### **University of Arkansas Community College at Batesville, Batesville, AR**

August 2020 – Present

Admissions Student Ambassador

- Welcome incoming, current, and prospective students by providing campus tours.
- Assist students by filling out paperwork, creating student ID cards, and answering office phone.
- Provide information about the institution, such as location of departments or offices and services provided.

### **Grandma's Dining Room Restaurant, Batesville, AR**

January 2019 – August 2020

Dishwasher

- Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand.
- Transfer and stock supplies or equipment between storage and work areas.
- Maintain kitchen work areas, equipment, or utensils in clean and orderly condition.
- Sort and remove trash, placing it in designated pickup areas.

### **Crafty's Gift Shop, Newark, AR**

June 2016 – December 2018

Retail Salesperson

- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Compute sales prices, total purchases, and receive and process cash or credit payment.
- Greet customers and ascertain what each customer wants or needs.

## Education

### **University of Arkansas Community College at Batesville, Batesville, AR**

August 2020 – May 2022

Associate of Science in Business

### **University of Arkansas Community College at Batesville, Batesville, AR**

August 2020 – May 2021

Technical Certificate in Entrepreneurship

### **Cedar Ridge, Newark, AR**

August 2016– May 2020

High School Diploma

Honor Graduate and Computer Business Completer

## Skills

- Long-term Experience in Microsoft Office Apps
- CPR/First Aid Certified
- Bilingual (English and Spanish)
- Operating Common Office Equipment
- Record Keeping and Filing Experience
- Greeting and Supporting Guests/Clients
- Merchandising and Displaying Products
- Processing Payments for Purchases
- Creative and Problem-Solving Skills