

Jane White
(555) 555-5555
Janewhite@email.com
123 Main St., Anywhere, USA 99999

Profile

Motivated recent graduate who enjoys working with people and has experience in a fast-paced cashier position at a retail establishment. Excels in active listening, communication and conflict resolution as developed through participation in Future Business Leaders of America throughout high school.

Areas of Knowledge:

- Business dynamics
- Customer service
- Order fulfillment
- Retail technology, including POS systems and delivery apps
- Sales and marketing

Education

High School Diploma

Columbus High School Columbus, OH, June 2019, GPA 2.9

Extracurricular Activities

Future Business Leaders of America, Club Treasurer, Columbus High School

August 2018 – June 2019

- Attended business conferences focused on customer service
- Shadowed retail managers to learn day-to-day activities
- Collaborated with club members to write a business and marketing plan
- Tracked the expenses and income for club events
- Assisted in event planning for semi-annual fundraiser

Professional Experience

Cashier, Burger King, Columbus, OH

May 2018 – August 2018

- Learned cash handling processes to maintain a balanced register with 98% accuracy
- Developed customer focus while maintaining attention to detail
- Assisted in order fulfillment for drinks and desserts
- Provided support to lead cashiers and drive-through during peak sales hours
- Became familiar with front-of-house operations and sanitation standards