**Sample Student**

806.555.1234, sample.student@gmail.com

**EDUCATION**

**Amarillo College**, Amarillo, TX

*Associate in Science: Engineering*, Expected May 2021

GPA: 3.2

**WORK EXPERIENCE**

**Shoe Carnival**, Amarillo, TX

Sales Associate, 2016 - Present

* Assist customers in deciding purchases, sizes, shoe types and shoe brands
* Resolve all customer complaints in a professional manner and in accordance with company policies while prioritizing customer satisfaction
* Operate cash register for cash, check, and credit/debit card transactions with 100% accuracy

**King’s Babysitting,** Amarillo, TX

Childcare Provider, 2014 - Present

* Play house with the children and/or read them bedtime stories
* Clean and organize the house whenever necessary, minimizing parental clean-up
* Ensure that children are bathed, fed, and in bed on requested bedtime
* Take children to parks and playgrounds and ensure their safety through constant vigilance
* Prepare healthy and nutritious snacks and meals for children
* Facilitate playdates with other children

**SOFTWARE**

**Microsoft & Google Office,** Word (Docs), PowerPoint (Slides), Excel (Sheets)

**COMMUNITY INVOLVEMENT**

**ACES**, Amarillo College Engineering Society: Burrito Fundraiser