FIRST NAME LAST NAME

**City, State, Zip Code | Phone Number | Email Address | LinkedIn URL | Portfolio URL**

**Professional Experience**

**Crew Member Team Lead** 10/2019 - 09/2020

**In-N-Out Burger** – Ukiah, CA

* Distributed and oversaw necessary tasks and duties each shift culminating in a 15% faster drive-through rate under my direct supervision.
* Provided excellent customer service by greeting customers and meeting quality expectations.
* Kept food preparation area, equipment, and utensils clean and sanitary.
* Settled crew member disputes by addressing problems quickly and providing successful mediation.

Project Manager Team Leader 04/2017 - 12/2019

**UUSD After School Program** – Ukiah, CA

* Enforced rules to maintain children's safety and created welcoming, caring environments for all.
* Kept areas and toys organized, stocked, and sanitized every day to ensure a safe and clean play space.
* Co-developed lessons and activities under the guidance of the lead instructor.
* Consulted with families to discuss activities and behaviors of each child resulting in specialized instruction.

Third Position month/year - month/year

Sample Employer – City, State

* Verb, Task, Achievement
* Verb, Task, Achievement
* Verb, Task, Achievement

**Education**

Degree Obtained (Bachelor’s, Associate’s, etc.): Minor or Major, Month & Year of Completion

Name of Institution - City, State

* GPA is optional
* Special accomplishments of achievements (Honors, club positions)
* Relevant coursework

Certification or License

Name of Institution - City, State

* General overview of what you learned

**Skills**

|  |  |
| --- | --- |
| * Customer Service
* Clerical Skills (Filing, Data Entry, Correspondence)
* Outreach and Networking
* Intermediate Program Proficiency (Microsoft, Google, Canva)
 | * Communication Skills
* Ambitious
* Cultural Awareness and Sensitivity
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