

# JOHN DOE

## WORK EXPERIENCE

**Sales Representative**, ABC Retail Store, Toledo, Ohio; September 2021 - Present

- Provide positive, individualized customer care to hundreds of walk-in customers
- Answer questions regarding ABC Credit Card, warranties, and returns
- Manage and balance the cash register, restock shelves
- Nominated Employee-of-the-Month three times for outstanding customer service

**Child Care Provider**, Smith Household, Toledo, Ohio; May 2020 - Present

- Tutor one student for two years, encouraging and assisting him with studies, and adjusting to different grade levels resulting in him increasing his grade average by one full-letter grade

**Waitress/Server**, Bob Evans Restaurant, Toledo, Ohio; January 2017 - August 2018

- Welcomed and seated guests, ensuring each one's comfort and satisfaction—every customer, every time
- Thoroughly answered questions regarding the preparation and ingredients of varied menu items
- Confirmed customer satisfaction during each meal and resolved any issues quickly and professionally

## VOLUNTEER EXPERIENCE

**Volunteer**, St. Paul's Soup Kitchen, Toledo Ohio; Fall 2019 - Present

- Serve meals, as part of a team, to over 100 individuals each week
- Created and implemented a brown-bag lunch program by collecting donations to fill the bags with ready-to-eat lunch items so individuals in need could take them home

**Volunteer Summer Camp Counselor**, YMCA, Toledo Ohio; Summers 2017 & 2019

- Co-led a group of ten first graders to develop cooperation and teamwork skills
- Implemented games designed to encourage creative problem-solving in science and engineering
- Awarded "Counselor of the Week" twice for effective leadership skills

## SPECIAL SKILLS

