

Jane Smith
555, West 55th Street
Amherst, NY, 0000
(555) 555 - 5555

EDUCATION:

Amherst High School
Graduated 2012
Roland Institute of Higher Studies
Associate of Science in Hospitality and Public Management (2013)

PROFESSIONAL EXPERIENCE:

Customer Service Rep

Pretty Awesome Company, Amherst, NY

2015 - present

- Packaged and transported goods to vehicles
- Displayed products in racks
- Greeted and assisted customers in locating merchandise
- Maintained stock
- Maintained company standards of cleanliness

Waitress

Marvelous Market, Red Hook, NY

2013 - 2015

- Provided exceptional customer service to customers before, during, and after dining.
- Maintained restaurant standards of cleanliness.
- Provided recommendations to customers based on daily specials and personal preferences

SKILLS:

- Multi-lingual: Fluent in English and Spanish
- Loading lifting ability up to 100 lbs
- Excellent verbal and written communication skills
- Current United States passport holder