

[Your Name]
[Street Address], [City, ST ZIP Code]
[phone]
[e-mail]

SKILLS/ABILITIES

Organizational/Management

- Handled stocking and assisted in managing flow of stock in grocery store
- Prepared weekly inventory reports and submitted to supervisor
- Recommended new stocking system, which reduced stocking time by four hours a week
- Served as treasurer of high school RC airplane club for two years
- Coordinated candy sale fundraiser for RC airplane club, which resulted in \$350 in profit
- Helped plan monthly "flyings" and quarterly meetings

Customer Relations

- Assisted grocery shoppers in finding products
- Provided carry-out service
- Created new customer comment program, which included a personal letter from the appropriate department head and increased customer satisfaction by 75%
- Served 78 customers on neighborhood newspaper route and handled billing and collections
- Initiated revised billing program for paper route, which increased on-time payments by 30%

Communication

- Wrote articles about RC airplane club for high school newspaper
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WORK HISTORY

Stock clerk <i>Fourth Coffee, Maddington, FL</i> Summers and after school	June 2001-present
Newspaper carrier <i>Consolidated Messenger, Coatsville, FL</i>	June 1999-June 2001

EDUCATION

Graduate <i>Oak High School, Coatsville, FL</i>	June 2003
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