

Resume Sample Entry-Level Position

Jennifer Noelle Parker

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- Career Objectives:** Seeking part-time Sales Associate position.
- Education Interests:** Further education in a community college and transfer to a four-year University.
- Educational Background:** **Irvine High School** **09/1999 – 06/2003**
- Grade Point Average: 3.7
 - Advanced Placement courses: European History and Art History
 - California Scholarship Federation (CSF) membership, 09/1999 – 06/2002
- Employment History:**
- Gap, Costa Mesa, CA.** **8/2002- present**
Sales Associate
- Answer incoming phone calls
 - Maintain cash register
 - Provide customer service assistance
 - Fitting room attendant
- Mervyns, Irvine, CA.** **5/2001-7/2002**
Sales Associate
- Assisted with floor displays
 - Responsible for cash register
 - Assisted customers with purchase selection
 - Responded to customer requests
- Volunteer Activities:** **Irvine High School, Irvine, CA.** **09/2001-06/2002**
Receptionist
- Assisted students with questions
 - Answered phone calls
 - Filed paperwork and confidential documents
 - Performed data entry
- Additional Skills:**
- Computer literacy:**
Words per minute 50-55, 10-key by touch, Microsoft Excel, Word, PowerPoint & Outlook, and familiar with Internet.
- Language:**
Fluent in Spanish
- Certification:**
Certified in CPR and First Aid
- References Available Upon Request*