

# Avery S. Persons

Anytown, WA | (123) 456-7890 | apersons@hotmail.com | [LinkedIn](#) | [Instagram](#)

## RELEVANT SKILLS

- CRMs
- G Suite
- Fluent in Spanish
- External Communications
- Quickbooks
- Office 360
- Management

## EXPERIENCE

- Community Farm & Market** Puyallup, WA  
Facilities Manager & Volunteer Coordinator 1/20 – Current
- Onboarded, trained, and managed community volunteers as needed
  - Maintained property, scheduled maintenance, audited equipment logs, and managed accounts payable and receivable
- Small Doctor's Office** Shoreline, WA  
Office Manager 01/14 – 08/19
- Coordinated schedules for four independent practitioners
  - Maintained computer systems, patient booking, insurance payments, etc
  - Hired, supervised, and scheduled part-time front desk personnel (team of 3)
  - Point person for coordinating supply orders, IT issues, and office maintenance
- Local Burger Chain** Seattle, WA  
Shift Manager 10/07 – 03/11
- Supervised employees on the floor and solved any gaps in coverage
  - Handled customer complaints and deescalated situations as needed
  - Maintained efficiency and cleanliness standards as dictated by corporate

## EDUCATION

- Local State College** 2013 – 2014  
Bachelors of Arts - Communications & Media
- Specialization in Strategic Communications
- Local Community College** 2008 – 2010  
Associates of Arts - Anthropology Concentration
- Relevant courses: Business Technology, Intro to Communications

## VOLUNTEER ACTIVITIES

- Local Child Coding Camp** Seattle, WA  
Volunteer Tutor 04/17 – 10/18
- Took tutor training in Python to help children with projects
  - Offered additional tutoring in mathematics
- Campus Food Bank Project** Seattle, WA  
Treasurer 10/13 – 05/14
- Worked with a small task force of students to create a community-run food bank on campus
  - Recorded incoming donations, budget supplied by college, and expenditures
  - Assisted in coordinating donor meetings with local grocery store chains