

Alex Thompson

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PROFESSIONAL SUMMARY

Recent high school graduate seeking entry-level administrative position. Basic computer skills and willingness to learn. Strong work ethic and punctual.

EDUCATION

High School Diploma

Washington High School, 2024

SKILLS

Microsoft Word, Microsoft Excel (basic), Email, Data Entry

WORK EXPERIENCE

Retail Associate

Springfield Department Store, June 2024 - Present (6 months)

- Assist customers with product selection
- Operate cash register
- Stock shelves and maintain store organization
- Process returns and exchanges