

# 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