

SAMPLE #3:

PERSON WITH VARIOUS TYPES OF JOBS

Michael Wilson

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Profile

An enthusiastic, dedicated and versatile young person with an outstanding academic background and excellent attitude to work. Highly motivated, reliable with experience in working in an office.

Summary of Qualifications

- Computer literate; MS Word and Internet research
- Employment Communications Certificate
- Positive attitude and quick learner
- Effective team player

Employment Experience

- | | |
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| Hostess , T.G.I.F. Restaurant, San Mateo, CA | 06/2012 -12/2012 |
| <ul style="list-style-type: none">• Provide excellent customer service• Operated cash register• Took and served food orders• Ensure customer satisfaction | |
| Supervisor , Golden Gate Bookstore, Redwood City, CA | 01/2012 - 06/2012 |
| <ul style="list-style-type: none">• Responsible for maintaining cleanliness of store• Opened and closed store• Updated inventory, received and checked new supplies• Made movie labels | |
| Portrait Photographer Sears Portrait Studio, San Bruno, CA | 10/2011 – 12/2011 |
| <ul style="list-style-type: none">• Worked well with a diverse population• Took photographs• Stock and inventory control | |
| Sales associate Kohls, Millbrae, CA | 02/2009- 10/2011 |
| <ul style="list-style-type: none">• Inventory control• Handle cash accurately• Worked with public well | |

Education

College of San Mateo, San Mateo, CA
Major: Administration of Justice

Projected graduation 2015