

# **SAMPLE #2:**

## **PERSON WITH VARIOUS TYPES OF JOBS**

### **Nina Kremer**

80 Tree Grove Drive  
Daly City, CA 94014

Phone: 650-555-5555  
Email: NKremer@hotmail.com

**Profile:** High-school student eager to utilize strong customer service experience and communication skills to provide outstanding service to a range of clients. Keen in developing new skills and to progress in the customer service industry.

### **Summary of Qualifications**

- Positive team player
- Computer Literate; proficient in MS Word and Internet Research
- Hardworking and prompt
- Works well with or without supervision
- Good sense of humor and very outgoing

### ***Relevant Experience and Skills***

#### ***Customer Service***

- Provided excellent customer service
- Ensured customer satisfaction
- Dealt with irate customers
- Answered questions and resolved problems and complaints

#### ***Child Care Services***

- Supervised children during lunchtime and recreational activities.
- Responsible for maintaining children in a safe and clean environment.
- Taught children ages of 5 and 12 drills for future football games.

#### ***General Office***

- Corrected papers and tests
- Dealt with important student files
- Ran copies of documents on Xerox machines; refilling paper when necessary.
- Answered phones

### ***Employment Experience***

***Self-Employed, Daly City, CA Childcare Provider***

June 2012- Present

***Make Me A Pro Sports, Daly City, CA Cheerleading Coach***

July 2009- May 2012

***Terra Nova H.S., Pacifica, CA Teacher's Assistant***

Sept. 2011- June. 2012

### **Education**

**Terra Nova High School, Pacifica, CA.**

Projected Graduation: 2012