

MICHELLE HAMILTON

Sacramento, CA 94248
michelle@example.com
(111) 123-4567
www.linkedin.com/example

EDUCATION

Candidate: College Prep Diploma

Sacramento High School,
Sacramento, CA | expected June
2024

HIGH SCHOOL HONORS & ACTIVITIES

Member

Debate Team | August 2022 to
Present

- Collaborate closely on a
10-person team to form and
organize compelling debate
arguments

Attendee

National Honors Society
Conference | May 2022

High school student with recent volunteer work at a veterinary clinic. Naturally curious and motivated to learn about new healthcare procedures and equipment. Passionate about supporting the health and well-being of all types of animals.

VOLUNTEER EXPERIENCE

Sacramento Veterinary Clinic

Sacramento, CA | August 2021 to Present

- ◆ Assist veterinarians and staff with various daily tasks such as animal feeding, walking, and cage cleaning
- ◆ Facilitate phone, mail, and email communications with pet owners
- ◆ File and maintain information on 150+ clients and their pets
- ◆ Help maintain adequate inventory of pet medications
- ◆ Refill paper towels and other exam room essentials as needed

KEY SKILLS

- ◆ Data Gathering & Entry
- ◆ Filing & Documentation
- Microsoft Word, Excel
- ◆ Task Prioritization
- Team Collaboration
- Veterinary Procedures & Equipment