**Jane Anderson**

123-456-7891 • Jane.Anderson@gmail.com • Linkedin/in/janeanderson21

**EDUCATION**

**Granite High School** June 2025

* GPA: 3.4 Salt Lake City, UT
* Relevant Coursework: AP English, Business Communications, Accounting and Finance

**WORK EXPERIENCE**

**Forever 21 Clothing Store** Nov 2023 – Present

*Retail Sales Associate* Salt Lake City, UT

* Processed over 40 transactions per shift, balancing till and checking for discrepancies ensuring accurate accounting procedures were followed
* Assisted customers locate items and recommended products to fit their needs and likes creating a positive customer experience
* Increased sales by 15% by upselling and cross-selling products using effective sales techniques

**Family Care Assistant** 2019 – 2023

*Babysitter* Salt Lake City, UT

* Provided attentive and nurturing care for infants, toddlers, and young children in the absence of parents or guardians
* Engaged children in age-appropriate activities, games, and crafts to stimulate their development and creativity
* Preformed light housekeeping duties such as tidying up play areas, washing dishes, and organizing toys to maintain a clean and safe environment for children

**SKILLS**

* Microsoft Word and Excel – Intermediate
* Adobe - Beginner
* Computer Skills, Self-motivated, Teamwork, Critical Thinking

**INTERESTS**

* Passionate Hiker – Hiked 4 national parks with a total of 25 miles combined and a goal to complete two 8 mile hikes in 2024
* Tech Savvy – Enjoy learning new software programs and creating designs for school projects