

John Doe

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SUMMARY OF QUALIFICATIONS

- Technology proficient
- Able to quickly grasp new technical concepts
- Attention to detail, analyzing data, problem solving, decision making
- Customer service

EDUCATION

Bachelor of Science in Business Economics
University of California San Diego, La Jolla

September 2021-Present

WORK EXPERIENCE

Poll Worker

November 2018

San Francisco Department of Elections - San Francisco, CA

- Greeted voters into the polling place
- Guided voters on how to cast their ballots in the machines to keep the traffic flowing

Cashier

Safeway - San Francisco, CA

July-September 2021

- Greeted customers and answered their questions
- Scanned and bagged customer purchases; processed cash, credit, and coupon transactions; verified customer ages for alcohol
- Paced myself to complete transactions quickly so the lines move fast

LANGUAGES

- English
- Cantonese/Taishanese (conversational)