

John Doe

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123 Main Street
username@gmail.com

PROFESSIONAL SUMMARY

Mature and reliable college student with excellent interpersonal communication skills in both Spanish and English, looking for a part-time position with a desire to learn as much as possible about the industry.

EXPERIENCE

Fulfillment Expert

November 2023 - Present

Target | San Diego, CA

- Boosting production goals
- Interacting & engaging with customers very positively
- Comprehensive knowledge of safety practices and regulations
- Properly prepare, pack, and sort guest orders for shipment using correct materials in a timely manner

EDUCATION

Los Angeles Trade-Technical College (LATTC)

September 2020 - June 2021

- Sociology 001

East Los Angeles College (ELAC)

October 2021 - June 2022

- Communication 101

University of California, San Diego (UCSD)

September 2022 - Present

- MGT 16 - Personal Ethics at Work
- MGT 45 - Principles of Accounting
- ECON 5 - Data Analytics for the Social Sciences
- COGS 3 - Introduction to Computing

SKILLS

- Fluent in English and Spanish
- Principle and Honor Roll Student
- Ability to Collaborate
- Intermediate level expertise with all cleaning supplies
- High tolerance for patience
- Capable of expressing empathy and understanding