

Jane Doe
San Diego, CA
jane.doe@ucsd.edu (123) 456-7890

Education

The University of California, San Diego
Undergraduate Student

San Diego, CA
September 2021 - Present

- Bachelor of Science in Human Biology

Work Experience

Avery's Home

Direct Support Professional

Chula Vista, CA
June 2024 - Present

- Provided care and supported individuals with developmental and intellectual disabilities with daily activities, including transportation to appointments/treatments
- Promoted clients' independence and quality of life through assisted living
- Maintained accurate documentations of services provided

Khanya Ramen & Sushi

Server

Chula Vista, CA
June 2024 - Present

- Greeted and seated guests while ensuring a welcoming and positive environment
- Provided exceptional customer service by taking orders, serving food, and addressing customer inquiries based on memorization of menus
- Prepared and served a variety of alcoholic and non-alcoholic beverages
- Maintained cleanliness of restaurant, including removing glasses and dishes from tables and sanitizing

Abercrombie & Fitch University Town Center

Brand Representative

San Diego, CA
December 2022 - Present

- Engaged with customers with an amicable demeanor, actively listened to their needs, and provided knowledgeable assistance
- Processed sale transactions, returns, and exchanges accurately through Point-of-Sale system
- Maintained store cleanliness and organization, including restocking items and arranging displays

Volunteer Experience

Feeding San Diego

Distribution Warehouse Volunteer

Sorrento Valley, CA
August 2021 - Present

- Coordinated with organization representatives
- Organized and sorted donated produce
- Collaborated and promoted team-building with other volunteers to work efficiently

Sharp Chula Vista Medical Center

Junior Gift Shop Volunteer

Chula Vista, CA
October 2019 - March 2020

- Upheld positive relationships with fellow volunteers and Volunteer Coordinators
- Greeted customers and provided assistance to customers in need
- Operated cash register and verified correct transactions
- Ensured adequate stock of items were available for customers

Certifications/Skills

- Certified Nursing Assistant, 2024
- CPR Certification
- Strong work ethic
- Adaptability
- Attention to detail
- Fast learner
- Punctual
- Problem-solving
- Time management