**Name**111 Charleston Way, Charleston, SC 29418  
(843) 555-555-555  
Professionalemail@gmail.com

**WORK EXPERIENCE**

**Journeys Shoes, North Charleston, SC  
*Crew Member,* February 2022-Current**

* Provide positive full-service experience to customers
* Organize stockroom and categorize merchandise by brand, color, and size
* Promote and educate customers on products and brand varieties
* Complete point of sales financial transactions
* Meet and exceed personal and required sales goals and standards

**Tropical Smoothie Café, North Charleston, SC  
*Crew Member,* June 2021-February 2022**

* Prioritized and tracked customer orders for 5 different systems and created a streamlined process
* Exceed customer standard by providing efficient, timely, and quality service, memorized smoothie and food ingredients
* Crossed-trained in preparing smoothies and food to create an inclusive team environment
* Maintained kitchen, dining area, workstation, and restrooms to uphold sanitation standards
* Received frequent customer compliments for going above and beyond

**LEADERSHIP**

**Early College High School Music Club, Charleston, SC   
*Event Planner*, September 2021-Current**

* Illustrated an educational activity for 15 club members
* Planning spring talent show for 340 students

**EDUCATION**

**Early College High School,Charleston, SC***High School Diploma, June 2023*

* 4.0 GPA

**Trident Technical College**, Charleston, SC   
*Associates in Science*, May 2023

* Current credits earned: 24.00
* GPA: 3.5