**Name**

2014 Success Street, Charleston, SC 29401

(843) 123-4567

ProfessionalSounding@email.com



**WORK EXPERIENCE** ***Bubba Gump Shrimp Company, Charleston, SC
Hostess, May 2019-August 2022***

* *Collaborated with General Manager to develop new marketing strategies to attract new customers*
* *Assisted manager with updating food and drink menu to make it more appealing for customers*
* *Organized seating chart for 30 tables and ensured customers were seated in a timely manner*

**VOLUNTEERISM Charleston SPCA, Charleston, SC, August 2021- Present**

* Maintain and refreshed kennels with appropriate materials and refreshed kennels daily, ensuring
* Receive and screened telephone calls, referred callers to appropriate colleague
* Worked well under pressure, communicating ideas clearly

**EDUCATION**  **West Ashley High School**, Charleston, SC

 *High School Diploma*, June 2022

* 3.0GPA

**West Ashley Center for Advanced Studies,** Charleston, SC

* + - * Completed Automotive Technology Program
			* Automotive Service Excellence Certified