***Name***

1000 Success Way Charleston, South Carolina 29420  
843-555-555

[Successfulstudent@gmail.com](mailto:Successfulstudent@gmail.com)

***SKILLS***

Time management ●Customer Service ● Multitasking ● Communication ● Listening ● Critical Thinking ● Leadership ● Teamwork ● Motivational

***WORK EXPERIENCE***

**Bojangles Inc**., Mount Pleasant, SC  
*Shift Manager*, July 2020- Present

* Promoted to Shift manager due to good performance and leadership skills
* Oversee employee training and staff management tasks
* Maintain high performance levels by successfully training, monitoring, and motivating shift employees
* Conduct financial audits and secured monies ensuring financial security against loss
* Regulate inventory within optimal levels and organize for easy use
* Manage smooth and professional operations with consistent opening, closing, and managed shift change task list

***VOLUNTEERISM***

Wando High School Community Clean-up, Mount Pleasant, SC, May 2022

* Rehabilitated assigned area
* Guided team and provided leadership to accomplish goal

***EDUCATION***

**Wando High School**, Charleston, SC  
*High School Diploma, June 2023*

* 3.8 GPA
* Member of the Interact Club, National Honor Society, and Beta Club
* Perfect Attendance and A Honor roll award winner

***REFERENCES***

**Name**

*Title*

Company

Phone

Email

**Name**

*Title*

Company

Phone

Email

**Name**

*Title*

Company

Phone

Email