

**First Name Last Name**

6 Elm Avenue, Stockler, CA 91733

Home: 111.111.1111 Cell: 766.444.4444

petals@flowershop.com

**OBJECTIVE**

A weekend part time position in a retail store that sells music, books or sporting supplies.

**EDUCATION**

Woodrow Wilson National High School, Stockler CA

High School Diploma anticipated in May 2009 Junior, GPA 3.41

***High School Awards and Honors***

National Honor Society: Fall 2005, Fall 2006, Spring 2008

Middle School Academic Honor Roll: 2002, 2003

Perfect Attendance 2006

**WORK EXPERIENCE**

Franklin's Lawn & Garden Services, Stockler CA 2004 to Present

- Assist family business to provide lawn and yard care services for 25 neighborhood homes bi-weekly.
- Create and distribute 200 flyers about lawn services using Print-to-Pretty software in the neighborhood monthly.
- Help to stuff envelopes with invoices for monthly billing and enter payments into Quick spreadsheet software.

Chuck's Sodas & Pizza, Stockler CA Summer 2007

- Restocked condiments, napkins and maintained a clean counter.
- Provided great customer service for about 25 walk-in customers on each shift.
- Operated cash register, POS, and frequent guest card system.

**VOLUNTEER & COMMUNITY**

Big Kids Society - 10 hours monthly

Library Reading Program - 2 hours monthly

5K Walk with family - October 2004, 2005, 2006

**INTERESTS & SKILLS**

-Community Basketball League - Most Improved Player Award 2001

-Bass Guitar - Indoor Marching Band 2nd Place Tournament of Bands 2008

-Proficient with Microsoft Word, Excel, and PowerPoint, and Internet Research