

# Name

Phone: 580-000-0000

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Street,

Alva, OK 73717

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## Summary Statement

After earning a Master's degree in Psychology, I will pursue a career as a mental health therapist.

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## Education

### Northwest Technology Center

*Computers and Business*

*BioMedical Science*

Alva, OK

2019-Present

2018-2019

### Cherokee High School

Cherokee, OK

2016-Present

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## Professional Experience

### Sonic

*Carhop*

Cherokee, OK

September 2018 – May 2019

- Prepared drinks, ice cream and food
- Processed cash and credit payments in a quick and accurate manner
- Completed all closing job duties and prepped the store for the following day
- Cleaned and sanitized work areas, dishes, and utensils
- Relayed orders to the kitchen by quickly and accurately recording guest selections and keying them into the system

### Face Stuffers

*Waitress*

Cherokee, OK

February 2018 – September 2018

- Welcomed customers into the store and helped them locate items
- Relayed orders to the kitchen by quickly and accurately recording guest selections
- Processed cash and credit payments in a quick and accurate manner
- Maintained cleanliness of the establishment
- Completed all closing job duties and prepped the store for the following day

### Cherokee Station

*Waitress*

Cherokee, OK

April 2018 – July 2018

- Welcomed customers into the store and helped them locate items
  - Relayed orders to the kitchen by quickly and accurately recording guest selections
  - Maintained cleanliness of the establishment
  - Completed all closing job duties and prepped the store for the following day
  - Promoted menu items and restaurant specials
  - Communicated all store initiatives and promotions to customers
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**Key Skills**

- Microsoft Word
  - Microsoft Excel
  - Powerpoint
  - Google docs
  - Google Slides
  - Google Sheets
  - Communication Skills
  - Teamwork
  - Organization
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**Certifications/  
Achievements**

Invited into National Society of High School Scholars	2019
CPR	2018
First Aid	2018
Fire Safety Training	2018
Hazardous Chemical Training	2018
WorkKeys Career Readiness Certificate	2018
2nd place in "New Member Facts" at FCCLA STAR events	2017
Acceptance into camp RYLA	2017
High Average in Algebra 1	2016

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**Community  
Service**

Volunteered at Gettin' Home	May 2019- August 2019
<ul style="list-style-type: none"><li>● Hung up clothing</li><li>● Cashed out customers</li><li>● Assisted customers with finding items</li><li>● Assisted customers with carrying items to their vehicles</li><li>● Maintained cleanliness of establishment</li></ul>	
Stamp Out Starvation	January 2019
<ul style="list-style-type: none"><li>● Bagged meal bags</li><li>● Sealed and loaded meal bags onto crates</li></ul>	
Volunteered at Cherokee food pantry	February 2018- July 2018
<ul style="list-style-type: none"><li>● Pushed carts and assisted the clients in bagging their food</li><li>● Loaded customers bags into their vehicles.</li></ul>	
Taught Children's ministry at Faith Center	April 2018-May 2018
<ul style="list-style-type: none"><li>● Interacted with the kids</li><li>● Provided food for the children</li><li>● Taught Bible lessons to the children</li><li>● Supervised the children</li></ul>	

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**Organizations/  
Activities**

BPA Executive Council	September 2019-Present
<ul style="list-style-type: none"><li>● Member</li></ul>	
Speech and Debate	August 2019-Present
<ul style="list-style-type: none"><li>● Member</li></ul>	
Superintendent Leadership Class	September 2018- May 2019
<ul style="list-style-type: none"><li>● Member</li></ul>	
Softball	February 2016- November 2019
<ul style="list-style-type: none"><li>● Member</li></ul>	
FCCLA	August 2016- Present
<ul style="list-style-type: none"><li>● Member</li></ul>	

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