

# Name

Phone: 000-000-0000  
Email: email@gmail.com  
00 County Rd 00  
Alva, OK 73717

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**Objective** Pursue a career in computer animation.

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**Education** Northwest Technology Center Alva, OK  
Digital Design 2018 - Present

Cherokee High School Cherokee  
2016 - Present

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**Professional Experience** Sonic Drive-Thru Cherokee, OK  
Carhop Jan. 2018 - Present

- Delivered quality customer service and quickly resolved any customer issues
- Processed cash and credit payments in a quick and accurate manner
- Completed all closing job duties and prepped the store for the following day
- Maintained high standards of customer service during high volume, fast-paced operations
- Cleaned and sanitized work areas, dishes and utensils
- Completed on time deliveries by choosing the best and most efficient routes (for delivery drivers)
- Welcomed customers into the store and helped them locate items
- Organized store merchandise racks to promote visually appealing environment
- Communicated all store initiatives and promotions to customers
- Promoted menu items and restaurant specials
- Completed orders
- Prepared drinks, ice cream and food

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**Key Skills**

- Write stories
- Create Mangas
- Use Photoshop to draw and edit photos
- Create artwork digitally utilizing Photoshop and Illustrator
- Design publications using Photoshop and Illustrator

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**Certifications/Achievements** AEC Youth Tour Writing Contest Jan. 2019  
WorkKeys National Career Readiness Certificate 2019

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**Community Service** OBI Blood Drive at Cherokee High School Jan. 2019

- Donate blood

Concession Stand Worker Jan. 2019

- Cook, clean, and handout food

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**Organizations/Activities** Business Professionals of America 2018-2020

- Member

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## References

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