

# Name

000 0th Street  
Alva, OK  
580-327-0000

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## Education:

Alva High School  
Alva, OK

Class of 2020

Northwest Technology Center  
Digital Design

August 2018 - Present

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## Experience:

Sonic

March 2019 - Present

- Accept customer orders
  - Prepare drinks, food and ice cream
  - Deliver orders to customers
  - Process cash and credit transactions
  - Clean and sanitize work areas
  - Deliver quality customer service and try to quickly resolve any customer issues
  - Practice health department food safety precautions
  - Stock and organize paper goods and food supplies
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## Skills:

Capable of operating:

- Google Docs
  - Google Sheets
  - Adobe Photoshop
  - PowerPoint
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## Community Service:

Oklahoma Blood Institute

- Donate blood

2017 - Present

Stamp Out Starvation

- Measuring food products.
- Packaging food products.

2016 - 2019

|                            |      |
|----------------------------|------|
| Stand Against Hunger       | 2019 |
| • Measuring food products. |      |
| • Packaging food products. |      |

|                                    |             |
|------------------------------------|-------------|
| Girl Scouts                        | 2011 - 2014 |
| • Collect food items door to door. |             |

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**Activities:**

|               |                             |
|---------------|-----------------------------|
| Art Club      | 2017 - Present              |
| Rainbows      | January 2018 - August 2018  |
| Track         | 2016                        |
| Choir Concert | 2015-2016                   |
| Band Concert  | 2015-2016                   |
| TSA           | August 2015 - December 2015 |

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**Certificates/Awards:**

|   |      |
|---|------|
| National Technical Honor Society                            | 2019 |
| BrainBench - MAC OS X 10.8 Computer Fundamentals            | 2018 |
| WorkKeys/ACT National Career Readiness Certificate - Silver | 2018 |
| Northwest Technology Center                                 |      |
| • Student of the Quarter                                    | 2018 |
| • Perfect Attendance for the Quarter                        | 2018 |

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