

Name

Street, Alva, OK 73860 ~ (580)748-0000 ~ name@gmail.com

Objective

- To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

Education

- Waynoka High School, Class of 2020
- Northwest Technology Center – Electrical Program, (2018-Present)
- Alva High School (2016-2018) GPA: 0.00

Activities

- Northwestern Upward Bound Program (2016-2018)
- Alva Football Program (2016-2018)
- FFA (2016-2017)
- Alva Track Team (2016-2017)
- Alva Middle School Baseball Team (2017)
- Boy Scout (2014-2015)

Achievements

- CPR Certification (2018)
- WorkKeys National Career Readiness Certification (2018)
- CPR Certification (2017)
- Northwestern Upward Bound Most Athletic Award (2017)
- American Legion Award (2016)
- Citizenship Award (2016)
- Presidential Award of Academic Excellence (2016)
- Presidential Award of Academic Achievement (2016)
- Student Services Self Study Activity

Experience

Alva McDonalds (Apr. 2017 – June 2017) and (Oct. 2018 – Nov. 2018)

- Performed cashier duties and prepared daily cash logs
- Conducted food preparation
- Maintained a safe work environment
- Practiced health department food safety precautions
- 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

Experience (continued)

Alva McDonalds (continued)

- Trained new employees
- Maintained general appearance and cleanliness of store
- Prepared food neatly, accurately, and in a timely manner
- Maintained high standards of customer service during high volume, fast-paced operations
- Cleaned and sanitized work areas, dishes and utensils
- Communicated all store initiatives and promotions to customers
- Promoted menu items and restaurant specials
- Relayed orders to the kitchen by quickly and accurately recording guest selections and keying them into the register
- Ensured the cleanliness of the restaurant and that counters and tables were properly sanitized
- Finalized transactions.
- Completed orders
- Prepared drinks, ice cream and food

Whoever Farms (Apr. 2015 – Aug. 2018)

- Farmhand
- Built Fence (Barb Wire, Chain Link, Metal, Electric)
- Worked Cattle
- Hauling and Stacking Square bales
- Cleaned out Horse Pens
- Cleaned/Organized Shops
- Cleared Pastures of Fallen Branches, Trees, Bushes, Musk Thistle
- Helped build a roping arena
- Painted Fence
- Power washed Livestock Trailers
- Performed dirt work and gardening duties
- Broke iced over water troughs with axe
- Cut and Stacked Firewood
- Helped build Chicken coop

Door To Door Chores (June 2017 – Aug. 2017)

- Mowing
- Edging
- Gardening
- Dirt work
- Raking leaves
- Hauling off grass, old furniture, and unused items
- Cutting/Stacking Firewood