

Place Your Name Here

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One Goal Statement here

SUMMARY OF QUALIFICATIONS

- Enthusiastic, hard working high school student with a desire for a laboratory career
- Qualities include consistently being on time, meeting school assignment deadlines and providing quality work
- Desiring understanding of the health care industry

WORK EXPERIENCE

SALES ASSOCIATE

March 2008 – Present

Name of the Company, Walnut Creek, CA (Location)

- Greeted customers and took orders for to-go meals.
- Demonstrated strong customer service skills
- Worked calmly in busy conditions

EDUCATION

Ygnacio Valley High School

September 2006– Present

Concord, California

- Attends Ygnacio Valley Health Academy
- Top 5% of class
- GPA of 3.8
- Excellent attendance

ACTIVITIES

HEALTH OCCUPATION STUDENTS OF AMERICA

September 2007- Present

- Chair person of the Community Service Committee
- Volunteered at Shelter, Inc., homeless shelter; Did fund raising for Autism Speaks

FIELD HOCKEY TEAM

March 2007 – March 2010

- Team member, leading to winning season
- Coaching assistant on game days when not playing

SKILLS

Good communication and leadership skills; organized, fluent in Spanish and French; skilled in Microsoft Office applications: Word, Excel and Powerpoint; familiar with Access

References available upon request