

SUMMER DAYZ

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KEY SKILLS AND STRENGTHS

- Professional customer service honed from employment at pool concession stand
- Able to work flexible schedule throughout school year and summer
- Quick learner, hard-working, and friendly refined in volunteer and paid positions
- Proficient in Microsoft Office including Word, PowerPoint and Excel

EDUCATION

Intended **Bachelor of Arts** in English-Creative Writing, Western Washington University (WWU), Bellingham, WA, Expected June 2021

Diploma, Northshore High School (NHS), Bothell, WA, June 2017

- National Honors Society Member

CERTIFICATIONS AND TRAINING

WA State Food Handlers Permit, Valid to April 2020

American Red Cross Lifeguard Certificate, Valid to November 2019

AED, CPR and First-Aid Certificate, Valid to May 2019

RELEVANT CUSTOMER SERVICE EXPERIENCE

Concession Stand Worker, Sam's Hotdogs and Shakes, Bothell, WA, Summers 2015-2017

- Served food and beverages during 7 hours shifts, following strict health guidelines
- Provided friendly and quick service to diverse customers, resulting in return business
- Helped manager to re-organize stand to increase efficiency

OTHER EXPERIENCE

Volunteer Child Care Provider, Northshore Baptist Church, Bothell, WA, September 2015-June 2017

- Assisted in busy nursery with average of eight children ages 1-3 years old
- Handled transition time after parents departure, promoting comfort and safety
- Organized story and snack times resourcefully on rotating basis
- Communicated important information positively to parents, encouraging open exchange of pertinent details

EXTRACURRICULAR INVOLVEMENT

Co-Captain/Member, NHS Tennis Team, Bothell, WA, 2013-2017

- Served as Co-Captain of team during senior year, collaborating regularly with partner Co-Captain to ensure consistent messages to team
- Enhanced teamwork skills through tournament and team competitions requiring deep knowledge of partner's strengths and limitations

Volunteer, Relay for Life, Seattle, WA, March-May 2014

- Coordinated with other helpers, stuffing flyers and assisting with promotions cheerfully
- Checked-in participants day of event and assisted in clean up afterwards