

John Doe

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OBJECTIVE:

Seeking a part-time position that uses my educational background, strong communication abilities, and interpersonal skills.

EDUCATION:

Jefferson Community and Technical College
Associate of Arts

Louisville, KY
Currently Attending

SKILLS & ABILITIES:

- An excellent communicator with superior written and verbal skills.
- Demonstrated leadership and interpersonal skills through involvement in campus organizations.
- Excellent team player who easily develops rapport with individuals on all levels.
- Proficient analytical abilities, able to identify issues and create dynamic solutions in an efficient manner.
- Able to manage multiple priorities while ensuring accuracy in a fast paced environment.
- Proficient in Microsoft Word, Excel, and PowerPoint; easily learns new software.

WORK EXPERIENCE:

UPS

Package Handler

Louisville, KY
08/2021 - Present

- Organize packages into cannisters pay close attention to detail, confirm all materials are moved into respective locations and are moved to the next step in the transportation process.
- Promote and adhere to organizational safety protocols, including local, state, and federal policies.
- Exhibit leadership and interpersonal skills through membership on the CERC committee.
- Display flexibility when assisting co-workers in various work areas.
- Exhibit excellent time management and organizational skills through working third shift while attending college as a Metropolitan College participant.

Meijer

Cashier

New Albany, IN
11/2018 - 05/202

- Communicated effectively with customers and answered any issues they had regarding products.
- Exhibited dependability and a strong work ethic through receiving a perfect attendance award.
- Assisted team members with periodically setting up merchandising displays.

COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:

- **Metropolitan College, Participant** 08/2021 - Present
- **Student Senate, Treasurer and Member** 08/2022 - Present