

John Doe

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OBJECTIVE

Seeking a part-time position that uses my strong communication and interpersonal skills.

EDUCATION

Jefferson Community and Technical College
Associate of Arts

Louisville, KY
Presently Attending

SUMMARY OF SKILLS

- Communicates effectively, both verbally and in writing.
- Team player who excels in developing rapport with others.
- Strong analytical and organizational abilities.
- Motivated self-starter who exhibits excellent leadership skills.
- Proficient in using Microsoft Office, including Word, Excel, and PowerPoint.

EXPERIENCE

UPS

Package Handler

Louisville, KY
8/2015 to Present

- Demonstrate ability to work in a fast paced environment when loading packages onto planes.
- Exhibit leadership skills and initiative through active involvement in safety committee.
- Display attention-to-detail by ensuring that each package arrives at its destination on time and in good condition.
- Demonstrate strong organizational and time management skills through working as a Metropolitan College student to finance a post-secondary education.

Meijer

Cashier

Louisville, KY
7/2015 to 8/2015

- 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

- **Kentucky Humane Society**, Volunteer, 2015-2016
- **Jefferson County Public School Every 1 Reads**, Volunteer, 2015-2016

HONORS AND ACTIVITIES

- **Academic Team**, Member, 2015-Present
- **Phi Theta Kappa**, Member, 2011-Present
- **Dean's List Recipient**, Fall 2015 and Spring 2016
- **Student Senate**, Member, 2016