

# *A Good Sample*

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## **EDUCATION**

### **Associate of Arts in Liberal Studies**

May 2019

Mt. San Jacinto College, Menifee, CA

### **Relevant Coursework**

Introduction to Psychology

Essential Elements of Adult Learning Theory

Technology and Social Change

Society and Cultures

## **WORK EXPERIENCE**

### **McDonalds, San Marcos, CA**

2017-Present

Cashier

- Accurately placed orders and expedited orders efficiently
- Provided friendly customer service
- Ensured safe and clean environment for employees and customers

### **Private Families, Los Angeles, CA**

2015-2017

Babysitter

- Watched a variety of families children ages 3 – 7 years old
- Cooked healthy meals and ensured children ate a balanced diet
- Provided age appropriate activities for children and assisted with homework

### **Bakery of Some Sort, Hermosa Beach, CA**

2014-2015

Cashier and Crew Leader

- Managed crew to run safe and efficient work environment
- Accurately reconciled cash drawers
- Responsible for showing up during scheduled shifts resulting in no absences or late starts which was recognized by supervisor and resulted in Employee of the Month 3 times

## **ACTIVITIES and VOLUNTEER WORK**

### **Co-President**

2016-2017

Key Club

- Organized and facilitated meetings for 40 members including agenda, follow up action items, and committee updates
- Oversaw and delegated to committees to organize successful events

### **Tutor**

Fall 2016

Local Middle School, Los Angeles, CA

### **Coach**

Spring 2015

Special Games

## **COMPUTER SKILLS**

Microsoft Word, Excel, PowerPoint, Photoshop