

# HIGH SCHOOL RESUME

from Resume Genius

## contact

123 . 456 . 789



AmeliaRoberts@gmail.com



45 Winfield Dr.  
Charleston, SC 90764



Linkedin.com/username



## career objective

Responsible and ambitious student (3.8/4.0 GPA) with excellent time management. Seeking to apply my customer service abilities and project/event planning skills to the Business Development summer internship at your company. Possess proven communication skills and strong work ethic that will aid your company in meeting its milestones.

## education

CLASS OF 2019, 3.8/4.0 GPA  
*Heritage High School*  
Charleston, SC

### RELEVANT COURSEWORK

Intro to Business /  
Entrepreneurship / Computer  
Applications

## awards

National Merit Scholarship Finalist  
Academic Honor Roll

## key skills

Spanish - Conversational



70+ WMP Typist



Google Suite



Customer Service



Project Planning / Budgeting



Public Speaking



## volunteer experience

### INFORMATION DESK ASSISTANT

*MUSC Children's Hospital / 2018 - Present*

- Greet hospital patients and visitors and provide guidance in finding the proper patient room, clinic, or various departments
- Process and distribute mail and newspapers to patient rooms
- Assist wheelchair-bound patients in reaching their desired destinations

### VOLUNTEER

*One80 Place Homeless Shelter / 2016 - 2017*

- Organized a successful schoolwide canned food drive that collected 400+ cans in one month (November 2016)
- Assisted in biweekly meal preparation and lunch service on Saturdays
- Processed incoming food donations and organized food pantry, developing new system of grouping items by expiration date to reduce monthly food waste by 15%

## extracurriculars

- Model United Nations – President
- Student Council – Secretary
- National Honor Society
- Business Professionals of America

# BABYSITTER

from Resume Genius

## CONTACT

(123) 456-7895



VictoriaClark@gmail.com



45 Winfield Drive  
Charleston, SC 90764



Linkedin.com/in/username



## EDUCATION

LIFEGUARD WITH CPR  
CERTIFICATION

*American Red Cross / 2018*

HIGH SCHOOL DIPLOMA

*O'Hara High School  
Kansas City, MO / 2017*

## KEY SKILLS

Diaper Change / Potty Training



MO Intermediate License



Emergency First Aid



CPR Life-Saving Techniques



Responsibility



## AWARDS

MOST OUTSTANDING IN LIFE  
SAVING AWARD / 2018

*American Red Cross*

## RESUME OBJECTIVE

Responsible babysitter with experience caring for children during weekends, evenings, and summer and winter breaks. Skilled in creating fun, engaging, and educational activities, while demonstrating a priority for children's safety and well-being. Trusted by parents, with mutual loving affection for all of the cared-for children.

## PROFESSIONAL EXPERIENCE

### BABYSITTER

*The Jones Family / Kansas City, MO / 2016 - Present*

- Care for a boy and a girl, ages 5 and 8, during parents' scheduled absences in the evenings
- Ensure children are bathed, fed, and in bed prior to parents' return every evening
- Created innovative and educational games that improved 5-year-old's speech impediment
- Play with children and read bedtime stories, receiving requests from children every evening
- Clean and organize house whenever necessary, minimizing parents' clean-up times upon their return home
- Help 8-year old girl with school homework or other activities, including helping to achieve high scores on standardized tests

### BABYSITTER

*The Lang Family / Kansas City, MO / 2012 - 2016*

- Looked after a girl, age 6, during weekends and summer, spring, and winter breaks
- Took child to parks and playgrounds, as well as taught her to swim
- Created interesting, home-learning activities, in addition to ideating numerous arts and crafts projects
- Prepared lunches and snacks, paying extra attention to the nutritional values of food, and turning around the child's previous dislike for certain vegetables
- Coordinated play dates with other families

# CERTIFIED NURSING ASSISTANT

410 . 842 . 0002



cblack@gmail.com



11 North St.  
Baltimore. MD. 49706



## EDUCATION

CERTIFIED NURSING ASSISTANT TRAINING  
*Heartcare, Inc., Baltimore, MD*  
2012

HIGH SCHOOL DIPLOMA  
*Baltimore Central High School, Baltimore, MD*  
2011

## KEY SKILLS

Time Management



Documentation



OSHA & HIPPA Compliance



Organization & Prioritization



Patient Care



Conflict Resolution



## AWARDS

EMPLOYEE OF THE MONTH  
June, 2016 / Providence Hospital

CNA OF THE YEAR  
2017 / NCCDP LLC

## CERTIFICATIONS

CERTIFIED NURSING ASSISTANT LISCENSE / 2012  
*Maryland Board of Nursing Maryland, MD*

CPR CERTIFICATION / 2017  
*American Red Cross Maryland, MD*

## FROM RESUME GENIUS

### CAREER OBJECTIVE

Reliable, caring certified nursing assistant with 6+ years of experience caring for elderly and vulnerable adults. Excellent client care; work well with bedridden, physically challenged, and memory-impaired residents. Friendly and compassionate, with excellent interpersonal communication skills. Flexible: available days, evenings, weekends, and holidays. Discreet and confidential in all dealings with patients and staff.

### PROFESSIONAL EXPERIENCE

#### CERTIFIED NURSING ASSISTANT

*Sunrise Senior Home / Baltimore, MD / 2016 - Present*

- Assisted approximately 15 residents each shift with activities of daily living; ensured they were on time for all meals and activities
- Provided social and emotional support to improve residents' morale
- Established rapport with team members, residents, and families
- Helped residents with daily hygiene, including showering, oral and peri care, incontinence care, minimizing rashes, sores and soiling
- Supported residents with field trips, arts and crafts, music, games, and reading activities

#### CERTIFIED NURSING ASSISTANT

*Providence Hospital / Baltimore, MD / 2012 - 2016*

- Responded to up to 15 patient calls per shift in a timely and efficient manner. Determined need and provided for care of individuals
- Observed physical and emotional changes; reported patient conditions to nurses
- Transferred patients from bed to chair, bed to commode, chair to commode, using Gait Belts, Hoyer Lifts, and EasyStands as needed, ensuring patient safety and comfort
- Followed LPN or RD instructions for range of motion activities for patients

# CONSTRUCTION

from Resume Genius

## CONTACT

(123) 456-7895



ChloeParker@gmail.com



45 Winfield Drive  
Charleston, SC 90764



Linkedin.com/in/username



## PROFILE

Seasoned laborer with 8+ years of experience in construction, inspections, handy work, and repairs, seeking a position as a Construction Site Manager. Proven management skills and a deep familiarity with all aspects of successful foremanship. Aiming to leverage my skills and fill the managerial role at your company.

## EDUCATION

A.A. BUILDING CONSTRUCTION

*Viroh Institute*  
*San Antonio, TX*  
2013

HIGH SCHOOL DIPLOMA,

*Stanson High School*  
*Stanson, TX*  
2010

## KEY SKILLS

Can Lift up to 100 lbs.

Hand and Power Tools Expert

Attention to Detail

OSHA Construction Site Safety

Team Player

English / Spanish

## AWARDS

EMPLOYEE OF THE MONTH

May 2017

*Fast Bolt Industries, Inc.*

## CERTIFICATIO

CERTIFIED CONSTRUCTION  
MANAGER (CCM)

2018

American National Standards  
Institute

## PROFESSIONAL EXPERIENCE

### CONSTRUCTION WORKER

*Fast Bolt Industries, Inc. / San Antonio, TX / 2014 - Present*

- Inspect an average of five job sites per month to determine the extent of maintenance or repairs needed, as well as an estimated budget and time to completion
- Measure and record openings or distances to layout areas where construction work will be performed
- Distribute and utilize building materials, machinery, and tools in a team of up to 15 other workers
- Assist in constructing buildings, assembling sheet metal components, and using equipment to build structural elements
- Maintain a clean and safe work area averaging 50,000 sq. ft.

### GENERAL LABORER

*Sunray Foods, Inc. Sugar Land, TX / 2010 - 2014*

- Performed maintenance and construction work for a large grocery wholesaler serving more than 3,000 visitors per day
- Handled routine repairs to building such as installing or repairing electrical wiring, plumbing, drywall, and painting
- Directed the loading and unloading of goods in inventory warehouse with at least 5 other workers
- Assisted other personnel as needed to maintain safety in the assembly/packaging area

# SERVER RESUME SAMPLE

from Resume Genius

## CONTACT

**Email:** joancollins@gmail.com

**Phone:** (141)-212-5465

**Address:** 8870 Haven Street,  
Bloomington, IN 44590

**LinkedIn:** linkedin.com/in/joan\_collins

## SKILLS

Problem Solving

Adaptability

Team Work

Customer Service

Communication

POS Terminals

Bilingual  
(Spanish/English)

## EDUCATION

### CERTIFICATE IN FOOD HANDLING AND SAFETY

Chicago Community  
College, Chicago, IL  
June 2011

### B.A. / CULINARY ARTS

Kendall College,  
Chicago, IL  
June 2010

## AWARDS

### EMPLOYEE OF THE MONTH

Riverside Restaurant  
2015

## RESUME OBJECTIVE

Server with 7+ years of experience in food preparation and service, and a certificate in Food Handling and Safety. Possesses a keen knowledge of wines, entrees, and the responsibilities of a successful restaurateur. Aiming to leverage my knowledge to effectively perform a management position at your restaurant.

## EXPERIENCE

### SERVER

*Riverside Restaurant, Chicago, IL / September 2014 – December 2018*

- Memorized restaurant's wine stock and accompanying meals, leading to daily wine sales of \$150
- Wrote patrons' food orders on slips, memorized orders, and entered orders for transmittal to kitchen staff in a 150+ seat restaurant
- Cleaned all work areas, equipment, utensils, dishes, and silverware, and ensured they are stored appropriately in accordance to state law.
- Performed food preparation duties, such as assembling salads, appetizers, and cold dishes, portioning salads, and brewing coffee, in a fast-paced line kitchen

### TRAINEE SERVER

*Carrabba's Italian Grill, Chicago, IL / August 2011 – July 2014*

- Presented menus to patrons and answered questions about menu items, making recommendations upon request in a 70+ seat restaurant
- Assisted host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests
- Stored food in designated containers and storage areas to prevent spoilage and increase shelf life
- Presented wine samples for guests to taste, and opened bottles for them upon their approval
- Served food and beverages to patrons, and prepared or