

GENERAL FIRST YEAR RESUME EXAMPLE

Analisa Montenegro

PO Box 5555
Oakland, CA 94613
323.555.2345
amontene@mills.edu

OBJECTIVE

Seeking a position with an on-campus department that requires strong administrative, communication and leadership skills.

EDUCATION

Bachelor of Science, Business Economics Expected May 2015
Mills College, Oakland, CA

Garfield High School, Los Angeles, CA May 2011
GPA: 3.8
Honors: Dean's List – four semesters

Course Highlights: Introduction to Business, Fundamentals of Public Speaking

EXPERIENCE

Office Assistant, *Family Dental*, Monterey Park, CA May 2011 – Aug 2011
Performed office duties efficiently and effectively, communicated with customers, scheduled appointments.

Cashier, *Ralphs Supermarket*, Los Angeles, CA Dec 2009 – May 2011
Handled cash receipts, dealt with customers and handled complaints in a professional manner.

Staff Assistant, *Garfield Youth Volunteer Council*, Los Angeles, CA May 2010 – Sept 2010
Coordinated 10 volunteers, provided excellent customer service on the phone and handled administrative tasks.

SKILLS

Computer: Proficient in Microsoft Office; knowledgeable in Photoshop

Language: Conversant in Tagalog

Certifications: Current in First Aid and CPR

ACTIVITIES/COMMUNITY SERVICE

Member, Delta Epsilon Chi (DECA) Marketing Club, Garfield High Sept 10 – May 11
Captain, Debate Team, Garfield High Oct 10 – May 11
Member, Business Professionals of America, Garfield High Sept 09 – May 11