
First Last

City, State || 123-456-7890 || something@gmail.com

WORK EXPERIENCE

Fulfillment Expert

Target

City, State
November 2021 - Present

- Review orders for completeness according to reporting procedures.
- Answer customers' questions about merchandise and advise customers on merchandise selection.
- Accurately picks 1,200+ items weekly for customers.

Social Media Rater

Some Company

City, State
July 2021 - January 2022

- Rates the accuracy and relevancy of advertisements pertaining to social media.
- Ensures advertisements target market demographics based on age range and social media activity.
- Ensures advertisements are appropriate for social media websites.

Payroll Clerk

Some LLC Company

City, State
November 2019 - February 2020

- Processed and distributed all payroll checks in accordance with state and federal regulations for over 20 employees.
- Reconciled employee deductions and updated payroll records.
- Helped process payroll transactions and ensured payroll records were kept accurate.

VOLUNTEER EXPERIENCE

Active Listener

7 Cups

City, State
February 2021 - Present

- Provides online support to individuals who face obstacles in their daily life.
- Refer individuals to professional counselors and therapists when needed.
- Help communicate with individuals about their issues.

Caregiver

City, State
July 2019 - May 2021

- Provided transportation for doctor visits and ensured safety standards are met.
- Complied with physician orders including dietary restrictions and medication monitoring.
- Assisted with needs in day-to-day life including eating, personal hygiene and dressing.

EDUCATION

Something University

May 2019

- Bachelor of Science in Accounting