

Jane Doe

Jane.Doe12345@gmail.com ❖ (xxx) xxx-xxxx ❖ xxxxxx, xxxx

WORK EXPERIENCE

Target

Sales Associate/Service Desk

March 2018 – Present

March 2016 – Jan. 2017

xxxxx, xx

- Assist customers with purchases and returns and use my product knowledge and people skills to increase sales
 - Learned how to sell products, manage heavy workloads, and deescalate situations

Fresh Thyme

Cashier

April 2017 – March 2018

xxxxx, xx

- Responsible for efficient customer sales transactions at the front registers

xxxxx Audio

Owner and Operator

May 2012 – Present

xxxxx/xxxxx, xx

- Management and production services for local bands
 - Services include booking, recording, mixing, mastering, artwork, and advertising

Dairy Queen

General Manager

Sept. 2008 – July 2013

xxxxx, xx

- Oversaw restaurant operations including sales, marketing, financial performance, inventory, product production, and personnel
 - Proficient in QuickBooks
- Ensured the restaurant was operated within the guidelines set by the owner and by corporate

EDUCATION

xxxxx Community College

Associate of Applied Science

Aug. 2013 – Dec. 2015

xxxxx, xx

- Received a recommendation from the Dean which lead to an assistant engineering job at a local recording studio (3.8 GPA)
- Worked gigs as an audio engineer and stagehand at over 35 music venues throughout xxxx via referrals from my professors

SKILLS & INTERESTS

- **Skills:** Proficient in Microsoft Office, QuickBooks, inventory management, organization, leadership, communication, critical thinking, listening to feedback, trained in CPR, first aid, and mental health first aid
- **Interests:** Music, yoga, meditation, all things science and engineering, and further educating myself