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# First Last

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

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## EDUCATION

### Somewhere University

May 2019

- Bachelor of Science in Accounting

## WORK EXPERIENCE

### Seller

City, State

*E-Commerce Website*

April 2021 - Present

- Communicates effectively with online customers via email.
- Provides high quality customer service through messaging, negotiations and packaging.
- Ship orders using USPS online shipping tools to ensure fast and efficient service for customers.

### Payroll Clerk

City, State

*LLC Company*

August 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.

## NON-PROFIT EXPERIENCE

### Active Listener

City, State

*7 Cups*

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

January 2015 - May 2021

- Provide transportation for the client to the doctor, grocery store, and home while ensuring safety. standard are met
- Work to ensure the client complies with physician orders including dietary restrictions and medication monitoring.
- Assist the client with needs in their day-to-day life including eating, personal hygiene, and dressing.

### Volunteer

City, State

*Girl Scouts of Somewhere*

September 2016 - May 2019

- Created meaningful events for teenage girls.
- Offered guidance and encouragement in meetings and acted as a mentor.
- Guided ten young girls to navigate the troubles of being a teenager.

### Donation Specialist

City, State

*Non-Profit*

March 2019 - May 2019

- Stocked shelves with appropriate sized clothing.
- Maintained the donation area by ensuring it was clean and safe.
- Acted as a point of contact for individuals seeking assistance.

## LICENSES & CERTIFICATIONS

The Fundamentals of Digital Marketing - Google Digital Garage

August 2018