

# NAME

ADDRESS

PHONE

EMAIL

## Personal Statement

I'm currently a college student eager to start a career after being unemployed for the last two years. I have past experience working with others and have a desire to be an effective worker in the workplace

## SKILLS

- Organization/Filing (Filled delivery slips dating back to 2016),
- Task Oriented,
- Punctual (My house is a 15 minute walk from the location of the supermarket),
- Patient (Over the course of 2 months I organized two years worth of delivery slips)

## EXPERIENCE

### **Floral Design, Town-** *Seasonal Florist Intern*

JUNE 2018 - AUGUST 2018

- Organized Past Delivery Slips dating back to 2016, and filled out new slips for incoming orders
- Window cleaning, floral maintenance and cleaning
- Reorganize all ribbons by color, number and the frequency of usage, decreasing time spent looking for the right one
- Check outdated records of orders for Credit Card Numbers to redact and dispose of properly without the release of confidential information

### **Walgreens, Town** *Seasonal Floor Associate*

APRIL 2017 - MAY 2018

- Described merchandise and explained use, operation, and care of merchandise to customers.
- Checked expiration dates on medicine and perishable items.
- Reorganized stock, removed and disposed of expired merchandise.

## EDUCATION

**Community College, Town** *GED*

2018-PRESENT

Expected Graduation: Spring 2021

**High School, Town** *High School Diploma*

2014-2018

## Community Service

Youth Leadership

Duties Performed: Hosted community service events such as a Beach Clean Up, Feeding of the Homeless, Family Giving Tree Package Preparation, City Trash Clean Up