

Jane Doe

1111 Street Road, St. Augustine, Florida 32086

(123) 456-7890

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SUMMARY

- ◆ Skilled and self-motivated individual offering a solid background in sales, customer services and inventory management.
 - ◆ Good organization, communication and multi-tasking skills. Work extremely well in team-based environments, while requiring very little supervision.
 - ◆ Computer proficient in Windows XP/2000, Microsoft Office Suite (Word, Excel and PowerPoint) and the Internet.
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EMPLOYMENT HISTORY

Customer Service / Sales

Royal Cinemas, Anytown, FL

June 2004 – June 2005

- ◆ Managed ticket box sales with no supervision, including computer data entry, cash management, ticket restock and customer services.
- ◆ Worked concession stand and provided assistance in food and beverage service, inventory management, various machine operations, register and cash intake, and stand maintenance.

Sales Representative

The Clothing Shop, Anytown, FL

September 2002 – May 2004

- ◆ Managed sales, customer services, inventory and store closing operations.
- ◆ Assisted customers in clothing selections and returns.
- ◆ Created and set up floor displays and seasonal promotions.

Sales Representative

R&K's Ice Cream / Ricky's Sports Shop, Anytown, FL

May 2002 – August 2002

- ◆ Managed sales, customer services and business operations for busy ice cream and sports kiosks owned and operated by the same individuals.
 - ◆ Oversaw cash intake, daily accounting, and inventory management.
 - ◆ Assisted customers by providing prompt, courteous and accurate delivery of orders.
 - ◆ Opened and closed kiosks with no supervision. Cleaned and maintained premises.
 - ◆ Trained new employees.
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COMMUNITY SERVICE

Volunteer

Reins of Hope, Anytown, FL

summers 2000 - 2004

- ◆ Provided voluntary support services in the care and grooming of horses, maintenance of equipment, and hands-on guidance to disabled individuals utilizing program's services.
 - ◆ Communicated with riders and caregivers in issues regarding general facility operations, safety procedures, and rider care. Trained various individuals in horse care and safe riding procedures.
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EDUCATION

St. Augustine High School, St. Augustine, Florida

2005

- ◆ *Graduate*: College Prep Coursework