

SAMPLE RESUME

Trisha Sinclair

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Milwaukee, WI 53204
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SKILLS PROFILE

- Customer service and cashiering
- Excellent team player and a quick learner
- Computer literate in both Windows and Mac platforms
- Advanced skills in Microsoft Word and Adobe PowerPoint
- Fluent in Spanish

EDUCATION

Carlingford High School

Milwaukee, WI
Expected graduation May 2017
Achieved Honor Roll in 2014 and 2015

WORK EXPERIENCE

Babysitter

Milwaukee, WI
2014 – present

- Provide care for two children aged 7 and 12 years old
- Cook meals and keep children on a timely schedule
- Help children with their homework
- Use creative play to engage the children

Cashier

Pick 'n Save, Milwaukee, WI
June 2015 - August 2016

- Facilitated customer sales and returns
- Counted the till during opening and closing
- Bagged purchases and managed cash register
- Was awarded Employee of the Month in July 2014

VOLUNTEER SERVICE

- Contributed 80 community service hours at Woodland Towers retirement community from January to February 2014
- Volunteered at the Milwaukee Art Museum's Fun Run in 2013, 2014, and 2015
- Raised \$200 through school fundraising for the Hunger Task Force

INTERESTS & ACTIVITIES

- Serve on the Drama Club and Volleyball Team at Carlingford High School
- Drawing, biking, and writing