**HIGH SCHOOL STUDENT RESUME**

Michelle Hamilton

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**Profile**

Studious high school graduate with a passion for the health and well-being of animals. Possesses valuable skills learned through high-school FFA and is an experienced pet owner who demonstrates empathy and compassion toward all types of animals.

**Key Skills**

* Excellent written and verbal communication skills
* Ability to express empathy for both animals and their owners
* Detail oriented
* Able to stand for long periods
* Ability to learn quickly
* Experienced with data entry
* Microsoft Word
* Available for flexible work shifts
* Familiar with veterinarian procedures and equipment

**Education**

**College Prep Diploma, Sacramento High School, Sacramento, CA, August 20XX – May 20XX**

* GPA 4.5
* Took advanced core curriculum classes in science, math and language arts for college credit
* Attended National Honors Society conference
* Member of the debate club
* Volunteered as a teacher’s aide

**Work Experience**

**Volunteer, Sacramento Veterinary Clinic, Sacramento, CA, January 20XX-present**

* Provide support to animals, including cleaning cages, feeding, walking and other basic shelter upkeep tasks
* Assist veterinarian and additional staff with various daily tasks
* Communicate with pet owners
* Answers incoming phone calls
* Mail important reminders to existing patients
* Organize and file patient records
* Help maintain adequate inventory levels of supplies
* Refills paper towels and other exam room essentials as needed