**HIGH SCHOOL STUDENT RESUME WITH WORK EXPERIENCE**

Hayley O'Malley

Culver City, California

465-454-7982

Hayley.OMalley@email.com

**Summary**

Enthusiastic high school senior with excellent academic record and proven leadership skills seeks a part-time administrative position that will provide the opportunity to use organizational and time management skills.

**Education**

South Culver High School

4.0 GPA

Senior

**Experience**

**Julie's Dog Walking, Dog Walker, June 20XX-Present**

* Collect dogs according to a regular schedule and provide exercise and stimulation according to owners' guidelines
* Follow instructions concerning the care and handling of all dogs
* Communicate clearly with owners, passing on information about each dog via text, email and in-person as appropriate
* Keep accurate records of hours worked and collect payment from clients every week
* Increased my client base by 50% in the first three months through word-of-mouth alone

**Sunnyvale Swimming, Swim Team Member, May 20XX-Present**

* Train regularly and compete in regional and state-wide competitions
* Contributed to seven recent wins for the team and the school's current position at the top of the regional table

**Skills**

* Communication and negotiation
* Time management
* Methodical
* Self-motivated