CAREER OBJECTIVE

High-achieving recent high school graduate seeking summer employment while preparing for college.

CORE QUALIFICATIONS

* Proven leadership skills at school and in the workplace.
* People-oriented and responsible.
* First Aid certification.
* CPR with AED certification.
* Proficient in written and spoken Spanish.

PROFESSIONAL EXPERIENCE

DUCHESS COUNTRY CLUB, Poughkeepsie, N.Y.

**Store Associate***,* May 20XX–August 20XX

Greet customers and provide suggestions for purchases, straighten stock to maintain ease of shopping, and work on inventory count as necessary.

**Golf Camp Assistant Coach***,* May 20XX–August 20XX

Assist in coaching golf students, ages 8-12, by providing instruction on basic skills, including golf etiquette and swing skills to enhance player success.

MARY’S ICE CREAM SHOPPE, Poughkeepsie, N.Y.

**Store Associate***,* May 20XX–August 20XX

Greeted patrons at walk-up window, answered questions regarding menu items, and managed debit, credit card, and cash transactions.

EDUCATION

**Poughkeepsie High School**, Poughkeepsie, N.Y. (20XX); 4.00 GPA

* National Honors Society
* P-TECH College and Workplace Readiness
* Golf team captain
* Spanish Club vice president