**Chris Jones**

**Phone**: (000) 000-0000

**Cell**: (000) 000-0000

**Email**: myname@domain.com

**123 Career RD; Renton, WA 98058**

**Education:**

***Renton High School*** September 2015 – Present Renton, WA

***Hazen High School*** September 2014 – June 2015 Renton, WA

June 2017 Expected Graduation

GPA 3.30

* Microsoft IT Academy
	+ Microsoft Office Systems Industry Certification (verify.certiport.com)
		- wMUS8-FMR9; Word 2013, PowerPoint 2013, Excel 2013
* Web Design I & II
	+ HTML
	+ DreamWeaver
	+ Fireworks
	+ Flash
	+ CSS
* Career Choices
	+ Job readiness skills
	+ Team Building/Leadership skills
	+ Everfi Financial Literacy Certification (May, 2105) www.everfi.com
* J.W.G. (Jobs for Washington’s Graduates)
	+ Job readiness skills
	+ Teamwork and leadership skills
	+ Presentation skills

**Work Experience:**

***Radio Shack*** June 2015 – Present Kent, WA

www.radioshack.com

Customer Service Representative

* Assist customers with determining the correct product to fit their electronic needs
* Ensure work environment is safe for customer’s and co-workers
* Accurate management of change fund
* Employee of the Month (March 2009)

***Pacific Market Research*** December – August 2014 Renton, WA

www.pacificmarketingresearch.com

Interviewer

* Phone interview to determine product ratings
* Increase refusal rebuttals
* Accurate input of data into computer program
* Increased production

**Extra Curricular Activities:**

Renton High School Wrestling October 2014 – Present Renton, WA

**Languages:**

* Spanish (fluent/write/read)