

***Retail Youth***  
123 My Drive  
Ferndale, WA 98248  
360-555-5555  
youremail@gmail.com

### **QUALIFICATIONS SUMMARY**

- Outstanding customer service skills
- 3+ years in fast-paced retail environment
- Positive and energetic disposition
- Team and leadership skills exhibited as ASB President and in the workplace
- Reliable, with an excellent attendance record and consistent grades

### **EDUCATION**

**Ferndale High School** Ferndale, WA 2010 - current  
Average GPA 3.8

### **WORK AND VOLUNTEER EXPERIENCE**

**The Shop, Salesperson** Ferndale, WA 1/12-3/13  
Provided fast, accurate service in a high-paced environment  
Continually balanced service, stocking and cleaning using multi-tasking and prioritizing  
Operated cash register and espresso machine  
Provided consistent, friendly service to hundreds of people each day  
Inventory control

**Clothing Boutique, Salesperson** Bellingham, WA 2/11-3/12  
Excellent customer service resulting in added sales  
Inventory control  
Created displays and advertising for increased sales  
Maintained aesthetic and safety standards through cleaning and stocking

### **COMPUTER SKILLS**

Microsoft Word, Excel, Power Point, Publisher, Dreamweaver, web site design, keyboarding

### **VOLUNTEER EXPERIENCE**

**Website Designer**, 3 operating companies  
**Sophomore Class President** Bellingham, WA 2011/12  
**ASB President** Bellingham, WA 2010/11