

Rebecca Wilkerson

Tigard, OR 97214
Phone: 503-123-4567
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Skills

- Microsoft Office – Beginner
- Google Suite – Intermediate
- Time Management
- Money Handling
- Vietnamese - Conversational
- Written and Verbal Communication

Experience

Childcare Provider **August 2024 - Present**
Independent

- Transported 2 children (ages 4 and 7) to pre-scheduled appointments
- Provided healthy evening meals for children
- Organized playdates and recreational activities for children

Cashier **January 2021 – July 2024**
McDonald’s

- Greeted 50-100 customers in the store daily
- Entered 50-100 customer orders into POS system daily
 - Responded to 5-25 customer issues including menu concerns and facility maintenance daily
- Maintained clean workspaces and dining room

Library Tech **June 2020 - December 2020**
Tigard Public Library

- Collected returned books 2-3 times per shift
- Organized books according to Dewey Decimal System
- Reshelved 50-150 books per day

Education

Jefferson High School **Graduation Date: June 2023**
GPA: 4.0

Awards

National Honor Society **2023-2025**
IB History **2024**
Volunteer of Excellence – Oregon Humane Society **2021**

Certifications

OR Driver’s License **Current**
First Aid Certification **Current**
Food Handler’s Permit **Current**

BRIAN RODRIGUEZ

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SKILLS

- Organization
- Detail-Oriented
- PoS System
- Teamwork
- Time Management
- Delegation
- Bilingual-Spanish

AWARDS

- Attendance Award
- Employee of the Month – June 2024

EXPERIENCE

CASHIER

• BOB'S HOMESTYLE BURGERS • 6/2024 – Present

- Served over 50 customers a day as a cashier handling transactions
- Assured customer needs were met through active listening, patience, and clear communication

RECREATION AIDE VOLUNTEER

• PORTLAND PARKS AND REC • 8/2023 – 5/2024

- Taught 10 children skateboarding
- Maintained clean and sanitized play area
- Facilitates snack time 2x daily

OFFICE INTERN

• GRANT HIGH SCHOOL • 1/2023 – 7/2025

- Organized office calendar, mail, and notes for the school principal
- Communicated with visitors about facility information
- Produced school announcements for over 500 students

EDUCATION

GRANT HIGH SCHOOL • 6/2025

GPA: 4.0

- CTE – Business Management – Advanced level
- Advanced Placement Class: English

CERTIFICATIONS

- Oregon Driver's License – Current
- First-Aid Certification - Current