

# JANE DOE

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## SUMMARY

Knowledgeable Student talented at learning quickly and adding value to any team. Strong history of successful projects using leadership, communication and teamwork to complete tasks. Solid academic achievement paired with demonstrated commitment and integrity.

## EXPERIENCE

### McDonald's - Cashier

*Washington, DC • 01/2022 - Current*

- Operated cash register, collected payments and provided accurate change.
- Wiped down counters and conveyor belt to remove debris and maintain cleanliness.
- Helped customers find specific products, answered questions and offered product advice.

### Private Residence - Babysitter

*Washington, DC • 07/2021 - 09/2021*

- Monitored children's safety and well-being to prevent accidents and falls.
- Enforced rules to teach good manners and maintain safe environment.
- Cared for children of various ages and assisted with feeding, dressing and directing activities.

## CONTACT

jdoe@email.com  
123-456-7890  
Silver Spring, MD 20906

## SKILLS

- POS Systems
- Cash Handling
- Customer Service
- Problem-Solving
- Cooperative Attitude
- Meal and Snack Preparation
- Bathing, Grooming and Dressing

## EDUCATION AND TRAINING

### High School Diploma

**John F. Kennedy High School**  
*Silver Spring, MD • Expected in  
06/2023*

## LANGUAGES

### English:

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Native / Bilingual

### Spanish:

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Native / Bilingual