**First and Last**

Address

Email Address: \*\*\*\*\*\*\*\*\*\*\*

Cellphone: (XXX)XXX-XXX

**EDUCATION**

Athens Drive High School Month and Date

1420 Athens Dr. Raleigh, NC 27606

**Certifications:**

**Bilingual:**

**Honors/AP Courses- GPA: 3.00 or above**

Microsoft Word and PowerPoint Honors

Biology Honors

Chemistry Honors

Pharmacy Technician Honors

Animal Science 1 & II Small Animal Honors

Earth Science/Environmental Honors

Research Methods & Techniques Honors

AP Seminar

AP Environmental Science

AP Research

AP Statistics

AP Chemistry

**Work Experience:**

Old Navy – Sales Associate Year- Present

Cary, North Carolina

* Customer Service Representative
* Assisted with online orders
* Organized and assembled retail products in company
* Processed credit card applications
* Assembled Display’s
* Processed sales orders

Organization Years

Address

* Customer Service Experience
* Business partnership experience
* Payroll experience
* Paying bills
* Managed bank accounts
* Created checks

**Volunteer Work:**

* Brown Ministry Bags, packaged food and drinks for people in need
* Tutored students
* Cleaning classrooms
* Changing of class setups
* Animal duties, took care of class animals, fed them and helped make them a comfortable home

**Awards and certificates:**

* + Key Club Certificate 2016-2018
  + National Honor Society Certificate 2018-2020
  + Future Farmers of America Certificate 2018-2019
  + Magna Cum Laude Certificate 2018-2019
  + A Honor Roll 2016-2018
  + A/B Honor Roll 2019