

**Career Hub Services****Lawrence A. Bertolini Student Center, Third Floor****Hours:** Monday - Thursday 8:00 a.m.-5:00 p.m.

Friday: 8:00 a.m.-12:00 p.m. (Closed Fridays June & July)

(707) 527-4329

RESUME SAMPLES

*Chronological Resume – Garamond Font***Charmian London**

(123) 456-7890

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OBJECTIVE: Reservation Desk Associate at Marriott**QUALIFICATIONS**

- Three+ years of customer service experience
 - Good organization, communication and multi-tasking skills
 - Work extremely well in team-based environments, while requiring very little supervision
 - Computer proficient in Windows XP/2000, Microsoft Office Suite (Word, Excel and PowerPoint) and the Internet
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EDUCATION**Santa Rosa Junior College, Santa Rosa, CA****August 2015 – May 2017**

Hospitality Career Certificate in Business Administration

Santa Rosa High School, Santa Rosa, CAGraduate

EXPERIENCE**Customer Service/Sales****Royal Cinemas, Santa Rosa, CA****June 2013 – May 2017**

- Managed ticket box sales with no supervision, including computer data entry, cash management, and customer services.
- Worked concession stand and provided assistance in food and beverage service, inventory management, various machine operations, register and cash intake, and stand maintenance.

Sales Representative**The Clothing Shop, Santa Rosa, CA****September 2011 – June 2013**

- Managed sales, customer services, inventory and store closing operations.
 - Assisted customers in clothing selections and returns.
 - Created and set up floor displays and seasonal promotions.
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COMMUNITY INVOLVEMENT

Volunteer

Reins of Hope, Petaluma, CA**Summers 2013-2015**

- Provided voluntary support services in the care and grooming of horses, maintenance of equipment, and hands-on guidance to disabled individuals utilizing program's services.
- Communicated with riders and caregivers in issues regarding general facility operations, safety procedures, and rider care. Trained various individuals in horse care and safe riding procedures.

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Jesse Chen
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OBJECTIVE: Human Resource Assistant

QUALIFICATIONS SUMMARY:

- Two+ years office experience
- Current knowledge of human resources practices and guidelines
- Ability to multi-task and work as a team member

ACCOMPLISHMENTS:

- Organized training program for supervisors to provide excellent customer service
- Created database to track employees' compensation and complaints

HUMAN RESOURCE SKILLS:

- Reconcile and process monthly premium invoices
- Verify employee eligibility for benefits and answer benefits questions
- Communicate employee status changes to insurance carriers
- Monitor and coordinate processing of forms such as job announcements and Personnel Action Forms

COMPUTER SKILLS:

- MAC and PC proficient
- Microsoft Office (Word and Excel)
- MS Outlook and Internet

ADMINISTRATIVE SKILLS:

- Perform detailed tasks with accuracy
- Communicate and write effectively
- Distribute materials, file, fax, copy, order supplies, prepare and ship materials
- Schedule meetings, compose correspondence, and plan events

EXPERIENCE

2016-2018	JJ Enterprises, San Rafael, CA Human Resources Clerical Assistant
2014-2016	New York Camera, San Rafael, CA Assistant Manager

EDUCATION

Completed 10 units of the Human Resource Administration Certificate
Santa Rosa Junior College, Santa Rosa, CA
San Rafael High School, San Rafael, CA – Graduate