

Lukein Fora Job

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EDUCATION

Associates of Arts

Maricopa Community College

Maricopa, Arizona

May 20XX

High School Diploma

Mountain Range High

Somewhere, Arizona

May 20XX

EXPERIENCE

August 20XX – Present

Barista, Starbucks

Tempe, AZ

- Provide high quality customer service to more than 100 guests per day in a fast-paced environment while working with other team members to create an excellent experience and ensure return visits
- Communicate effectively with guests to offer menu suggestions and promote daily specials oftentimes resulting in an up-sale of menu items
- Utilize resources to answer customer questions and field customer complaints

COMMUNITY/CLUB INVOLVEMENT

Member, CC Club

Tempe, AZ

August 20XX – Present

- Collaborate with four other officers on a weekly basis to organize meetings for student members and present information on prison education to the ASU campus

Member, Psi Chi - National Honors Society of Psychology

Tempe, AZ

August 20XX – Present

- Meet with the organization of 30 members on a weekly basis to discuss different psychology volunteer, internship and employment opportunities

Volunteer, Project CURE

Tempe, AZ

October 20XX, November 20XX

- Volunteered along with 9 others to unpack, sort and prepare donated medical supplies and repackage to be sent out to third world countries
- Presented to two clubs about the volunteer opportunity and its impact which increased club membership

SKILLS

Fluent in oral and written English and Spanish

Microsoft Word, Outlook, Excel, and PowerPoint