**First Name Last Name**  
Address  
Phone  
Email  
LinkedIn profile link

**PROFILE**

Motivated student focused on providing exceptional customer service. Skilled in performing tasks successfully in a fast-paced environment. Ability to communicate effectively and work cooperatively. I am a quick learner that is seeking a position to grow my current skill set.

**EDUCATION**

**San Juan College** | Farmington, NM | May 2020

Associates of Arts, Liberal Arts

GPA: 3.5

Academic Honors/ Achievements, Date Received

Certifications

Customer Service Excellence, Date Received

**EXPERIENCE**

**Allen Theatres** | Farmington, NM | August 2017-Current  
*Box Office Team Member*

* Process transactions for movie tickets utilizing a point-of-sale system
* Update movies and show times on digital signs and billboards
* Assist with concession sales and usher duties as needed

**Target** | Farmington, NM | May 2013-August 2017

*Sales Associate*

* Greeted guests and answered inquiries about merchandise and services
* Ensured the sales floor was organized and zoned properly
* Operated point of sale system to process debit, credit, and cash transactions
* Informed guests of Target REDCard promotions and benefits

**LEADERSHIP**

Farmington Regional Animal Shelter, Volunteer | May 2016-Current

San Juan College Student Activities, Event Programmer | August 2018-December 2018

**SKILLS**

* Microsoft Office Suite
* Typing and data entry
* Knowledge of customer service principles
* Valid driver’s license
* Knowledge of the San Juan College campus and policies
* Cash handling