**First Name Last Name**

6 Elm Avenue, Vancouver, BC *(optional)*

Home: 111.111.1111

Cell: 766.444.4444

Email: petals@flowershop.com

**OBJECTIVE**

To obtain a part-time position in a retail store that sells music, books or sporting supplies

**EDUCATION**

Woodrow Wilson High School, Vancouver, BC 2005 – Present

Coursework includes: Chemistry 11, Biology 11, Pre-Calculus Mathematics 11

**AWARDS AND HONORS**

National Honor Society: Fall 2005, Fall 2006 and Spring 2008

Middle School Academic Honor Roll: 2002, 2003

Perfect Attendance 2006

**WORK EXPERIENCE**

Franklin's Lawn & Garden Services, Vancouver, BC 2004 – Present

* Assist family business to provide lawn and yard care services for 25 neighborhood homes bi-weekly
* Create and distribute 200 flyers about lawn services using Print-to-Pretty software in the neighborhood monthly
* Help to stuff envelopes with invoices for monthly billing and enter payments into Quick spreadsheet software.

Chuck's Sodas & Pizza, Vancouver, BC Summer 2007

* Restocked condiments, napkins and maintained a clean counter
* Provided great customer service in a busy environment
* Operated cash register, POS and 'Frequent Guest’ card system

**VOLUNTEER & COMMUNITY**

Big Kids Society - 10 hours of volunteer service per month 2005 – Present

Library Reading Program - 2 hours monthly 2004 – 2005

5K Walk with family October 2004, 2005, 2006

**INTERESTS & SKILLS**

Community Basketball League – Most Improved Player Award 2001

Bass Guitar – Indoor Marching Band 2nd Place Tournament of Bands 2008

Proficient with Microsoft Word, Excel, and PowerPoint

**REFERENCES AVAILABLE UPON REQUEST**