

Jane Smith

Baltimore, MD
(XXX) XXX-XXXX
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Education

University of Baltimore – Baltimore, MD
Major: Business Administration / Specialization: Marketing
Expected graduation date: Winter 20XX
GPA: 4.0

University of Maryland, Baltimore County – Baltimore, MD
Major: Media & Communications Studies
GPA: 3.3

Employment Experience

Customer Service Representative June 20XX – present
Food Lion – Elkridge, MD

- Manages the front end of the store, including cashiers, baggers, and registers
- Monitors the customer service desk and aids customers depending on their specific needs – returns, exchanges, lottery tickets, Coinstar receipts, complaints, etc.
- Counts the tills and safe throughout the shift and before closing to verify correct monetary amounts
- Started as cashier; promoted to customer service representative after only three months

Inventory Specialist June 20XX – February 20XX
RGIS – Hagerstown, MD

- Took inventory at retail and grocery establishments throughout Maryland, Virginia, and Pennsylvania
- Scanned items individually or hand-keyed SKUs, depending on the items being counted
- Verified that store inventory counts were accurate and up to management standards

Computer Skills

- Extremely proficient on both Mac & PC operating systems
- Microsoft Office – Word, PowerPoint, Excel, Publisher, Outlook
- Website design – basic HTML coding, basic Dreamweaver
- Experienced in social networking – Twitter, Facebook, Tumblr, blogging
- Skilled typist, 70 WPM

Honors, Awards, & Extracurricular Activities

Transfer Student Scholarship, 20XX-present – *Recipient, \$3,500 value*
Marketing Club, 20XX-present – *Member*
National Society of Collegiate Scholars, 20XX-present – *Member*
President's List, 20XX – *Recipient*
Freedom Alliance, 20XX-20XX – *Member*
American Chemical Society, 20XX-20XX – *Member*
Dean's List & Semester Honors, 20XX-20XX – *Recipient*