

Mary Pathway
1001 Woodside Drive
Harrison Township, MI 48051
Contact: (586)763-5555 Email: appropriateemail@hotmail

OBJECTIVE: CUSTOMER SERVICE ASSOCIATE

SUMMARY OF QUALIFICATIONS

Energetic and responsible youth eager to accept a position which will increase my experience within the realm of customer service. Hard-working team-player with proven ability to commit to projects from start to finish.

RELATED SKILLS

- Great interpersonal skill and ability to get along well with others.
- Knowledge of principles and processes for providing great customer service.
- Quick learner, organized and reliable.
- Motivated and willing to work hard to get the job done.
- Excellent customer service skills.
- Proficient in Microsoft Word, Outlook, and Internet applications.

EDUCATION

L'Anse Creuse High School North, Macomb, MI
20XX-Present.

Frederick V. Pankow Center, Clinton Township, MI
<YOUR PANKOW CLASS(S)>, 20XX-Present.

WORK HISTORY

Child Care - Harrison Township, MI (September 20XX-Present)
Entrusted in the care of children between the ages of 5 and 12 years old.
Performed various duties, among which includes: preparing, serving and feeding meals to the children, assist with bathing and dressing children, and ensuring a safe, positive child-care environment.

VOLUNTEER HISTORY

- Treasurer of the Church of Today Youth Association, 20XX-Present.
- Performed over 30 hours community service volunteering with Relay for Life and the American Cancer Society, 20XX.

ACCOMPLISHMENTS

- Consistently maintained a G.P.A. of 3.0 and above.
- Member of the National Technical Honors Society 20XX-Present