**First Name Last Name**

Town, NY

(123) 456-7890

jmaverick@mercy.edu

**Education**

**Mercy College**, Dobbs Ferry, NY

*Bachelor of Arts in Communication Studies*  May 2021

**Valley Stream High School**, Valley Stream, NY

*High School Diploma* Month Year Obtained

**Experience**

**Target,** White Plains, NY start month year – end month year

*Cashier*

* Handle financial transactions between guests and company
* Advise customers on purchases and provide excellent customer service
* Developed reputation for prompt, efficient service with high level of accuracy
* Maintain thorough knowledge of store merchandise
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
* Bag, box, wrap, and gift-wrap merchandise
* Ensure customers are satisfied with order and transaction

**Activities**

**Mercy College Men’s Varsity Basketball Team**

*Team Member* Start Month Year– Present

* Participate in practice drills and motivate team members
* Promote a positive attitude and positive team interactions on a daily basis
* Compete in games, away and home
* Execute vision of Captain and team Coach

**St. Mary’s Catholic Church,** Valley Stream, NY

*Sunday School Teacher* May 2015 - Present

* Teach children ages 5-6 lessons from the curriculum

**Relay for Life,** Valley Stream High School

*Participant* March 2014 – June 2016

* Raise money, solicit volunteers and help coordinate annual event at school

**Skills**

*Computer*: Microsoft Word, Excel, and PowerPoint

*Language*: Intermediate Spanish