

Transfer Student Resume

SUSAN B. GREEN

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OBJECTIVE:

To obtain an on-campus position. Work-study eligible.

EDUCATION:

Drew University, Madison, NJ
Bachelor's Degree, Expected Graduation May 20xx
Major in Business Administration, Minor in Spanish

Northeast Technical College, Green Bay, WI
Associate's Degree, May 20xx

SKILLS:

- Over 5 years of customer service experience
- Familiar with Microsoft Word, Excel and Access
- Experience with multi-line phone systems
- Fluent in Spanish

WORK EXPERIENCE:

Customer Service Representative, May 20xx - Present **Kohl's Department Stores, Green Bay, WI**

- Provide efficient customer service and accurately manage register transactions
- Balance and reconcile daily cash receipts
- Assist with training new employees

COMMUNITY INVOLVEMENT:

Volunteer, Habitat for Humanity, 20xx-present
Participate in various builds throughout the Green Bay area
Sell donated materials at the Habitat's ReStore to support construction of homes

Volunteer Mentor, Big Brothers, Big Sisters of Northeastern Wisconsin, 20xx-20xx

REFERENCES:

Available upon request