

FIRST & LAST NAME

Denton, TX • mwashington@email.com • (940).123.1234

EDUCATION

University of North Texas- Denton, TX
Bachelor of Arts in Philosophy
Minor in Political Science

Expected Graduation: May 2026

Guyer High School- Denton, TX

CLASS OF 2022 (3.2 GPA)

EXPERIENCE

Pet Sitter- Denton, TX

JUNE 2020 – PRESENT

- Established and run successful pet sitting business including dog walking, feeding, and yard care.
- Promoted services through the use of online and print advertising
- Scheduled visits over the phone and maintained calendar
- Maintained client relationships through communication and excellent service.

Soup Kitchen Volunteer- Denton, TX

SEPTEMBER 2020 – PRESENT

- Act as weekend/holiday volunteer manager at local soup kitchen,
- Scheduled volunteer time slots
- Managed intake and organization of donated food
- Assisted with preparation and distribution of meals on Sundays and holidays

Child Care Provider- Denton, TX

JUNE 2018 – JUNE 2020

- Provided child care for several families after school, on weekends, and during school vacations.

SKILLS

- Customer service
- Scheduling
- Organization
- Hospitality
- Microsoft Office
- Google Drive

AWARDS & ACHIEVEMENTS

- President of high school Volunteer Club
- MVP- Arlington Varsity softball team