**ROWDY ROADRUNNER**

9001 Stockdale Hwy

Bakersfield, CA 93311

(661) 555-5555

rroadrunner\_basic@csub.edu

**OBJECTIVE**

Seeking part-time employment where I can utilize my communication skills and organizational abilities to further the goals of my employer.

**EDUCATION**

**California State University, Bakersfield** Bakersfield, CA

*Bachelor of Arts, Psychology*  08/20xx – present

Anticipated graduation 05/20xx

GPA 3.0

*Relevant Coursework: Public Speaking, Biological Psychology, Lifespan Development, Statistics, Abnormal Psychology*

**SKILLS**

Languages: Bilingual, Spanish and English

Leadership: Involved in student government and recipient of leadership award

Communication: Experience interacting with diverse customer base in sales, volunteer and school activities

Technical: Microsoft Word, Excel, PowerPoint, Social media platforms

**EXPERIENCE**

**The Gap** Bakersfield, CA

*Sales Associate*06/20xx – present

* Utilize excellent product knowledge while working with shoppers to assist with merchandise selection and achieve customer satisfaction.
* Accurately process purchase and return transactions in accordance with store policies and procedures.
* Conduct inventory counts to ensure all merchandise is properly entered into the system.

**Society for the Prevention of Cruelty to Animals (SPCA**) Bakersfield, CA

*Volunteer* 05/20xx – 08/20xx

* Helped families locate lost pets by matching descriptions to pets on site.
* Provided animal care by refilling food and water dishes and carefully observing animals for signs of illness.
* Assisted office staff to stay current on administrative duties by sorting mail and answering phones.

**The Jones Family** Bakersfield, CA

*Babysitter* 07/20xx – 09/20xx

* Entrusted to care for children ages 5 – 12 during summer break and after school.
* Creatively entertained children using stories, art projects and games.
* Used knowledge of geometry to assist children with math homework.

**HONORS/ACTIVITIES**

CSUB Student Union Board of Advisors, Sophomore Class Representative 08/20xx – Present

CSUB Psychology Club, Member 10/20xx – 11/20xx

CSUB Student Leadership Award, 1st Place 05/20xx