Your name

Address, City, St Zip Code | Telephone | Email

**Summary**:

Hard-working, eager individual with four years’ experience in the marketing shop at Putnam Academy, looking to obtain an entry level position that will allow me to utilize my outstanding customer service skills to help contribute to the success of this company.

**Education**:

Roger L. Putnam Vocational Technical Academy, Springfield, MA Expected Graduation: June 2021, Marketing Program GPA: 3.7

**Vocational Program**:

Marketing, Putnam Academy

* Certified in Retailing by completing the Knowledge Matters Virtual Business program.
* Proficient at the register through daily use in the school store.
* Learned entrepreneurship by helping to contribute in all aspects of running the school store.
* Certified in Management and Personal Finance through Knowledge Matters.
* Created a successful mock-business and achieved a first-place finish in JA Shark Tank Challenge competition in 2019.

**Work Experience**

Putnam School Store (February 2019 to Present)

Springfield MA

* Provide outstanding customer service to all customers in the school store.
* Count out drawers, prepare deposits and bring them to the bank on a daily basis.
* Keep the store neat, organized and well stocked daily.
* Create effective merchandising displays for the school store.

**Computer Skills**

* Microsoft Word
* Microsoft PowerPoint
* Adobe Acrobat
* Microsoft Publisher
* Zoom
* Microsoft Teams

**Honors & Activities**

* Honor Roll, Fall 2018 to Present
* Say Yes to the Prom Dress Event Volunteer, August 2020 to Present
* Project Purple Drug Awareness Volunteer, January 2019 to Present
* J.R.O.T.C., Fall 2018 to Present