

Sample resume for student seeking a part time job

Andrew L. Weber

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EDUCATION

Loyola University Chicago

Major: International Studies
Expected Graduation Date: May 2014

Versailles Community High School - Paris, IL

Diploma, May 2011 GPA 3.7/4.0

WORK EXPERIENCE

Peer Advisor

January 2008 – May 2011

Mentor, Peer Advising Program

August 2010 – May 2011

Versailles Community High School - Paris, IL

- Assigned to a freshman homeroom in order to help students acclimate to high school academics and social life by providing resources and a safe space to discuss these topics
- Facilitated group discussions on various topics including: study tips, dating, peer pressure, alcohol use, and issues identified by students.
- Developed and guided 10-15 students through “spirit-building” ice breakers and exercises three times a week
- Selected by the Dean’s Office to train and mentor new peer advisors during my senior year (2010-2011)

Student Aide, Dean’s Office

August 2007 – May 2010

Versailles Community High School - Paris, IL

- Provided exceptional customer service to students, parents, guardian and staff
- Handled inbound and out bound phone calls, filed paperwork, and created documents & presentations for the staff as requested
- Greeted visitors, answered questions about the school & its policies as well as provided tours when needed

Server

May 2008 – June 2009

Dairy Queen - Athens, IL

- Provided customers with friendly and efficient service while answering questions about our products, while attending to specific needs and health concerns of the customers around food allergies.
- Handled cash drawer and utilized the POS system to process transactions
- Opened and closed the store, making sure that the site was consistently up to the guidelines for health, safety and the brand of the company.

COMMUNITY INVOLVEMENT

❖ Participant - Spanish Language Immersion Program

Rotary Club International Trip - Barcelona, Spain

June 2010 – August 2010

❖ Reading Tutor

Santa Maria del Popolo Elementary School - Paris, IL

August 2007 – May 2011