

Your Name

EDUCATION

High School Diploma

Graduate

Capitol High School

City and State

General Studies

1997 – 2000

City Community College

City and State

SKILLS

- Assists with training new employees.
 - Motivates others to achieve success.
 - Supports development of new ideas.
 - Participates in problem solving.
 - Remains well organized and professional in high stress fast paced environments.
-

VOLUNTEER

Group Leader

Grief Center

City and State

Volunteered with children dealing with grief in the 2 and 3 year olds class. This is a non-profit organization.

REFERENCES

Available on request.