

## Jessica Jobseeker

Sutter, CA 95992

(530) 555-2525

### Objective:

Seeking a position as a Sales Associate with Target where I can utilize my current skills while continuing to grow in knowledge and ability.

### Highlights:

- Ability to promote and sell products and services.
- Able to quickly establish friendly rapport with people.
- Detailed oriented and good organizational skills.
- Attentive listener with genuine interest in meeting customer's needs.
- Outgoing, engaging personality.
- Proficient in Microsoft Word, Excel and Type 38 words per minute.

### Experience:

American Red Cross Yuba City, CA  
**Volunteer Office Clerk** October 2012 to Present

- Greet guests entering office, determine nature and purpose of visit, direct or escort them to specific areas.
- Answer telephone forward calls and messages to appropriate staff.
- Provide information to guest and telephone customers.
- Schedule appointments and register guest for classes.
- Basic filing.

### Education:

Sutter Union High School  
**High School Diploma**

Sutter, CA  
June 2015

- Honor roll.
- Perfect Attendance Awards.