

Susanne Sample

12345 Peach Street • Silverdale, WA 98383 • 360-692-1111

SusanneSmample@gmail.com

OBJECTIVE

Seeking a position as a **Sales Associate** at the Silverdale **JC Penney**.

EXPERIENCE

Starbucks Coffee, Silverdale, WA 98383 -360-613-9747

Barista, July 2007 to present

Responsibilities include assisting customers with menu selections, preparing coffee drinks, cashiering, opening shop, balancing the till, and closing at end of the day.

Susan Smith, (Private Individual), Silverdale, WA 98383 – 360-662-1234

Child Care Provider, July 2006 to present

Responsibilities include supervising and entertaining children, preparing and serving meals, and assisting with educational development.

Central Kitsap High School, Silverdale, WA 98383 – 360-662-2400

Office Assistant, September 2007 to January 2008

Responsibilities included answering telephones, taking and delivering messages, filing, sorting, photocopying, delivering student passes, and folding newsletters.

Kitsap Humane Society, Bremerton, WA 98312 – 360-692-6977

Volunteer, February 2007 to September 2007

Responsibilities included feeding, walking, and grooming animals as well as cleaning and maintaining kennels. www.kitsaphumane.org

EDUCATION

Central Kitsap High School, Silverdale, WA 98383 -- 360-662-2400

Will graduate in June of 2009

Activities: Speech and Debate; Teen Mentor; Spanish Honor Society; Volleyball

Awards: Letter in Debate; 4th Place at State Mock Trial Competition

Classes of Interest: Spanish; Speech and Debate; Drama; Psychology; Keyboarding; AP Government; Calligraphy and Expository Writing

SKILLS

- Good telephone and communication skills.
- Keyboarding at 45 wpm and 10-key skills.
- Basic knowledge of Windows, Word, Excel, Power Point and Internet.
- Three years of Spanish.
- Dependable, hardworking and trustworthy.
- Responsible, punctual and task oriented.
- Friendly and outgoing with a great sense of humor.
- Work well as a team player and independently.
- Great leadership skills.
- Cash Register operation skills

REFERENCES

Marilyn Strong, Personal Friend, 1877 Laurel Lane, Silverdale, WA 98383. 360-692-3120.

Tim Mahaney, Marketing Instructor-DECA Advisor, Central Kitsap High School, P.O. Box 8, Silverdale, WA 98383. 360-662-2546. Timm@cksd.wednet.edu

Sally Hinds, Shift manager, Taco Bell, 3320 Kitsap Way, Bremerton, WA 98312. 360-478-2003.