

233 Van Antwerp Hall
Northern Michigan University
Marquette, MI
Phone: (906) 000.0000
Email: anystudent@nmu.edu

Any Student

OBJECTIVE

A part-time position as front desk clerk with the NMU Office of Housing and Residence Life

EDUCATION

Northern Michigan University, Marquette, MI

August 2014 – Present

- Undeclared Major – First Year Student
- Awarded the Edgar L. Harden Memorial Scholarship

Escanaba Area High School, Escanaba, MI

June 2014

Diploma

- Grade Point Average: 3.0/4.0
- Honor Roll
- Student Government
- Varsity Athlete – Track and Field, Cross Country

COMPUTER SKILLS

Experienced with Apple Computers and Microsoft Office 2013 programs

WORK EXPERIENCE

Customer Service Associate

August 2013 – June 2014

T&T Hardware, Escanaba, MI

- Assisted customers with their purchases
- Totaled up sales using POS (Point of Sale) system
- Helped keep store neat and fully stocked

Crew Leader/Shift Supervisor

March 2013 – August 2013

McDonalds Restaurant, Escanaba, MI

- Part-time but worked full time during the summer months
- Supervised up to five employees per shift
- Assisted in training new employees
- Received excellent performance reviews and two raises

PERSONAL

Eagle Scout; Extensive Travel; Able to Speak Basic Spanish; Available Immediately