

Anita Job

123 Any Lane
Altoona, PA 16602

ajob@gmail.com

Phone: (814) 123-4567

WORK EXPERIENCE

Delgrosso's Amusement Park

June 2015 – August 2015

Old Route 220 Tipton, PA 16686

Supervisor: Mrs. Danielle Gross

- Ride Operator
 - Operate rides, conduct safety inspections, and interact with guests of the park.

Altoona Area High School Attendance Office

September 2014 – Present

1415 Sixth Avenue, Altoona, PA 16602

Supervisor: Mrs. Jane Doe

- Volunteer Clerical Worker
- Complete late passes, file excuses, answer telephone, make copies, and run passes.

EDUCATION

Graduate of Altoona Area High School in June 2015

Academic Curriculum from September 2012 to June 2015

Major Courses

Academic Biology--10th Grade

Geometry – 10th Grade

Honors English – 10th & 11th Grades

Accounting – 11th Grade

Academic Spanish (I, II, III) – 9th, 10th, & 11th Grades

Academic Algebra II – 11th Grade

Academic Chemistry – 11th Grade

Business Law – 11th Grade

SOFTWARE SKILLS

Microsoft Word, PowerPoint, and Excel

ACTIVITIES/ HONORS

- Altoona High Gymnastics Team
- Intramural basketball
- Volleyball
- Interact Club
- Church youth group
- Honor Roll –9th, 10th, and 11th grades
- Perfect Attendance Award – 10th grade

REFERENCES

Enclosed

IMA SENIOR

123 Any Lane
Altoona, PA 16601
(814) 946-1234

IMASENIOR@GOOGLE.COM

WORK EXPERIENCE

Weis Markets
Park Hills Plaza
Altoona, PA 16602

Supervisor
Dates
Telephone
Duties

Joe Becher
June 2012 to May 2014
(814) 941-5441
Cashier, bagger, assist
people to their cars

EDUCATION

Graduate of Altoona Area High School in June 2015
Majored in Business from September 2012 to June 2015

Major Courses

Advanced Word Processing—10th grade
Introduction to Business—10th grade
Business Math—10th grade
Accounting I—11th grade
Office Management—11th grade
Introduction to Spreadsheet and Database—11th grade
Desktop Publishing—12th grade
JAVA—12th grade

SOFTWARE EXPERIENCE

Word
Access
Excel
PowerPoint

Publisher
Java
Adobe

Microsoft Office Specialist (MOS) certified in:
WORD, EXCEL, and POWERPOINT

ACTIVITIES/HONORS

Yearbook (10 & 11), Altoona Club Soccer, FBLA, Chorus

REFERENCES

Enclosed