

Roberta Jordan
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Objective

Reliable and mature high school student seeking part-time Retail Sales Associate position to gain experience in the field of retail sales.

Work Experience

Fox Run Country Club
Austin, TX
Summer 2003 and 2004
Lifeguard

- Monitored swimming areas for rule violations and drowning victims.
- Attended training courses and maintained CPR certification.
- Taught summer swimming classes.

Education

City High School
Austin, TX
2002 - 2005

George Washington Middle School
Austin, TX
1997 – 2000

Awards

Honor Roll, 2004
Attendance, 2003-2005

Volunteer Work

Big Brothers/Big Sisters
Austin, TX
2003 - 2004

- Assisted with and participated in group activities and field trips.
- Monitored youth during activities.
- Tutored ages 8-13 and assisted with homework assignments.

Extra-Curricular Activities

Pep Squad
2002 and 2003
Decorations Committee Chair — 2003

Special Skills

- Experienced in Word and PowerPoint
- Good written communication skills

References available upon request.