

Straight
margins for
resume info

Your Name

770-123-4567

youremailaddress@gmail.com

OBJECTIVE	To secure an entry-level position in the field of business to apply my knowledge and develop my leadership skills
EDUCATION	Hall County High School Expected graduation: May 2017 Courses: Academic courses with concentration in dual pathways: <ul style="list-style-type: none">- Information & Administration<ul style="list-style-type: none">o Business Communicationo Computer Applications I, II- Healthcare Science<ul style="list-style-type: none">o Introduction to Healthcare Scienceo Essentials of Healthcareo General Medicine
WORK EXPERIENCE	
Aug 2015 – Current <i>Student Internship</i>	Mitchell Chiropractic Center , Flowery Branch, Georgia <ul style="list-style-type: none">- Key in patient insurance data- File patient records & pull patient records for the next day- Call patients to remind them of appointments- Clean patient rooms- Assist with basic exercises and stretches
Mar 2014-Aug 2015 <i>Customer Service</i>	Lake Lanier Islands Resort , Buford, Georgia <ul style="list-style-type: none">- Assist guests by answering general resort and hotel questions- Resolve problems around the pool area and hotel
ACTIVITIES	HOSA (Health Occupations Students of America) <ul style="list-style-type: none">- Member 2014 to present- Chapter Secretary Aug 2015-16 school year- Helped fundraise over \$1500 for Leukemia & Lymphoma Society- Competed in Medical Terminology at State & Region levels Georgia Food Bank , Oakwood, Georgia <ul style="list-style-type: none">- Volunteer 2011 to present- Assist with organizing pantry and delivery of food to families
AWARDS & CERTIFICATIONS	<ul style="list-style-type: none">- Elected Senior Class President- GeorgiaBEST Work Ethics Certification – Premier Level earned 2016- Microsoft Office Word Certified- Certified in CPR and First Aid
SKILLS	<ul style="list-style-type: none">- Fluent in Spanish and English (speech, writing, and reading)- Proficient in all Microsoft Office programs- Experienced in Customer Management software Profound