

SAMPLE BASIC RESUME

Developed by Santa Rosa Junior College Career Hub
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JOB OBJECTIVE: Restaurant Server

SKILLS

- Bilingual Spanish and English
- Customer Service and Communication
- Food Safety
- Conflict Resolution
- Time Management and Efficiency
- Team worker who is able to adapt quickly

WORK EXPERIENCE

CHILDCARE PROVIDER

Santa Rosa, CA

October 2020 - present

- Ensure a safe and engaging environment
- Plan and execute creative educational activities to support development
- Communicate regularly with parents about progress, behavior, and any concerns

SUMMER CAMP COUNSELOR

Boys & Girls Club, Santa Rosa, CA

June 2024– August 2024

- Designed and implemented weekly schedule, activities and programming for camp group
- Communicated with parents regarding participant experiences and expectations

VOLUNTEER EXPERIENCE

FOOD DISTRIBUTOR

Redwood Food Bank, Santa Rosa, CA

August 2016 - present

- Distributed food weekly at school sites countywide
- Assisted in training of new volunteers

EDUCATION

ASSOCIATE IN ARTS: EARLY CHILDHOOD EDUCATION

Santa Rosa Junior College, Santa Rosa, CA,

August 2024 - present