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| Sharon H. Edwards | | | |
| 5101 Rolesville Road, Wendell, NC 27591 • (919)365-2650 • sedwards4@wcpss.net*(SAMPLE HIGH SCHOOL RESUME)* | | | |
| Objective | | | |
| To obtain a part-time position in the banking industry utilizing my data-entry skills, organizational ability, and strong work ethic. | | | |
| Education | | | |
| 8/08-6/12 | East Wake High School | | Wendell, NC |
| Relevant Coursework: AP English, AP Biology, Principles of Business, Accounting I, Strategic Marketing Honors | | | |
| Academic Awards and Achievements: A Honor Roll, Perfect Attendance, Warrior Trait Award for Responsibility, BETA Club, National Technical Honor Society, WorkKeys Gold Certificate Recipient | | | |
| Experience | | | |
| 6/10-Present | | Chico’s Restaurant | Knightdale, NC |
| Server/Hostess  * Greet guests and escorted them to designated tables * Describe menu specials, took orders, and delivered meals in timely manner * Assist fellow servers on restaurant policies and procedures | | | |
| 6/09-6/10 | | Smith’s Residence | Wendell, NC |
| Child Care Provider  * Cared for children in a private home * Monitored play activities and entertain children by reading * Accompanied children on walks and other outings | | | |
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| Computer Skills | | | |
| * Microsoft Office (Word, Excel, Publisher, Power Point) | | | |
| Involvement/Activities | | | |
| * BETA Club, Secretary 2011 * Students Against Destructive Decisions, Member 2009-Present * DECA Club, Member 2009-Present * Interact Club, Member 2009-Present * Student Government, Vice President 2010   **References** | | | |

Available upon request.