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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
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| 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)
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| 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.