
Galen Buns Jr.

Portland, OR

503-770-6776

burstgalen@gmail.com

Objective

Highly motivated and adaptable professional seeking opportunities to utilize a diverse skill set in various industries. Excited to contribute to a team and gain valuable work experience while delivering exceptional service and exceeding expectations.

Skills

- Adaptability
- Creativity
- Critical Thinking
- Communication (written and verbal)
- Time Management

Experience

This section should contain at least two work experiences with 3 descriptive bullets each. Remember that experiences do not have to be paid. Babysitting a sibling might be listed as "Childcare / Independent" or volunteering for one afternoon might be listed as "Server / Multnomah County Soup Kitchen." If you worked a position for a single day, list the month/year in which it occurred instead of a date range. Follow the template below.

Job title/ company name

Dates employed (mm/yy – mm/yy)

Location

- Bullet point describing a specific task you completed, include numbers. Begin with an action word.
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Awards and Achievements

This section might include one or more of the following: academic achievements (including AP, IB, CTE, dual credit, or honors courses), extracurricular activities (clubs, organizations both through school and externally), and awards or certificates (CPR/first aid certifications, food handler’s permit, most improved player, attendance awards).

- Club/organization/activity
 - Award/achievement received, year
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 - Award/achievement received, year
- Class (CTE, AP, IB, dual credit, or honors)
 - Name of class, level, number of terms in the class
- Award/Certificate (year/semester earned)

Education

High School Name, City, State

Diploma or GED, GPA if above 3.0

Anticipated Graduation mm/yy