

Thomas Michaels

Wichita KS 67213

316-555-1234 | michaels123456@newmanu.edu
www.linkedin.com/tjmichaels99

Education

Bachelor of Arts in Pastoral Ministry

May 20xx

Newman University, Wichita KS

Work Experience

Youth Pastor

Cornerstone Christian Church, Wichita KS

Feb 20xx - Present

- Recruit, lead, and train volunteer team of 5 people for involvement in the youth ministry
- Mentor and build relationships with 25 middle and high school students through various settings
- Lead worship and participate in the worship band for the Sunday morning services

Other Work Experience

Teller

Emprise Bank, Wichita KS

May 20xx – Feb 20xx

- Monitored and maintained accuracy of own transactions and record keeping while showcasing care and understanding during customer transactions
- Recommended products and services to customers to provide a better banking experience
- Assisted clients with various questions and concerns related to their accounts and bank products
- Issued traveler's checks, cashier's checks, money orders, and other financial options

Cashier/Host

Spears Restaurant and Pie Shop, Wichita KS

Nov 20xx – Feb 20xx

- Operated cash register and enthusiastically accepted payments from customers
- Addressed any customers' concerns or complaints immediately and effectively with the help of management when needed
- Coordinated seating of tables in dining room for walk-in business
- Managed flow of at least 20 guests per hour

Activities

Member, Campus Ministry

Fall 20xx – Present

Volunteer, The Lord's Diner

Fall 20xx - Present

Volunteer, Kansas Humane Society

Spring 20xx

Skills

Computer: Microsoft Word, Excel, PowerPoint