

Jane Doe

janedoe@gmail.com | (123) 456-7890 | www.linkedin.com/janedoe

EDUCATION

Southside Virginia Community College

Associate's of Arts

Keysville, VA

August 2022-May 2025

Randolph-Henry High School

Advanced Diploma

Charlotte Court House, VA

August 2020-May 2025

- GPA: 3.7
- Awards: Honor Roll (8 semesters), September Student of the Month, Most Valuable Player in Girl's Basketball

PROFESSIONAL EXPERIENCE

Local Grocery Store

Cashier

Charlotte Court House, VA

June 2021-Present

- Processed customer transactions, handling cash and electronic payments while ensuring accurate change and receipts
- Provided exceptional customer service by addressing inquiries and resolving issues promptly, fostering a positive shopping experience
- Maintained a clean and organized checkout area, restocking supplies and assisting in inventory management to support store operations

LEADERSHIP EXPERIENCE

National Honor Society

Treasurer

Charlotte Court House, VA

April 2023-Present

- Managed the organization's budget and financial records, ensuring accurate tracking of funds and expenses for events and initiatives
- Coordinated fundraising efforts, successfully raising \$500 for community service projects and scholarships

Girl's Basketball

Point Guard

Charlotte Court House, VA

November 2022-Present

- Maintained a high level of sportsmanship and teamwork, motivating teammates and exemplifying leadership during practices and games
- Led the team as the primary ball handler, facilitating offensive plays and ensuring effective communication on the court

VOLUNTEER EXPERIENCE

Food Pantry

Volunteer

Farmville, VA

October 2022-Present

- Assisted in organizing and distributing food supplies to families in need, ensuring a welcoming and supportive environment for clients
- Engaged with community members to raise awareness about food insecurity, helping to promote pantry services and volunteer opportunities

Local Church

Vacation Bible School Volunteer

Farmville, VA

October 2022-Present

- Facilitated engaging activities and lessons for 50 children during VBS, fostering a positive and inclusive environment while promoting spiritual growth and teamwork