

Nolan Carter**High School Student**

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Objective

Detail-oriented and reliable high-school student with proven organizational and multitasking skills. Seeking to apply these abilities to fill the clerk role at Future IT. Eager to contribute to the team's success through hard work, attention to detail, and excellent organizational skills. Received award for "Best Organizational Skills" at Green Bay High School.

Experience**Office Assistant**

GradLaunch, Green Bay, WI

June 2019–Present

Key Qualifications & Responsibilities

- Managing company correspondence, including responding to emails and sorting and distributing mail.
- Assisting with the planning and execution of company events.
- Helping prepare PowerPoint presentations.
- Photographing corporate events to create content for the company's intranet.

Key Achievement:

- Received the "Employee of the Month" award in July 2020 for excellent organizational skills.

Education**High School Diploma**

Green Bay High School, Green Bay, WI

September 2017–Present

Relevant extracurricular activities

- Member, Student Council
- Participant, debate club

Academic achievements

- Honor Roll 2018-2020

Skills

- Excellent organizational skills
- Multitasking
- Detail-oriented
- Teamwork
- Time management
- Proficient with Microsoft Office Suite (Word, PowerPoint, Excel)

Awards

- 2020, Best Organizational Skills, Green Bay High School

Languages

- English—Native proficiency

Interests

- Organizing community charity events.
- Participating in debate competitions.

Πηγή: <https://zety.com/blog/high-school-resume-templates>