



Plano, TX 12345



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KEY SKILLS

- Cash handling and POS systems (Square, Toast)
- Customer service in a fast-paced setting
- Reliable transportation and open weekend availability
- Conversational Spanish
- Google Docs, Sheets, Slides
- Basic food safety (Texas Food Handler card, valid through 2025)
- Red Cross Babysitting Basics certificate
- Team communication and shift coverage

Melissa Hall

Teen

High school junior with two years of customer-facing work experience across food service and youth tutoring. Comfortable handling cash, coaching younger kids through tough material, and covering shifts on short notice. Looking for a summer role with room to take on more responsibility.

PROFESSIONAL EXPERIENCE

CREW MEMBER

SUNBURST FROZEN YOGURT, PLANO, TX | JUNE 2023 – PRESENT

- Run register and drive-thru window during weekend rush, averaging about 140 orders in a 6-hour shift with no register shortages over the last quarter.
- Trained two new hires on the POS system and closing checklist; both passed their 30-day review.
- Restock toppings bar and rotate product so nothing sits past its use-by date.
- Picked up 11 open shifts over the school year when other crew called out, per the manager's shift log.

MATH TUTOR (VOLUNTEER)

PLANO HIGH SCHOOL PEER TUTORING PROGRAM, PLANO, TX | SEPT 2022 – PRESENT

- Tutor 4 seventh graders in pre-algebra twice a week after school in the library.
- Broke down word problems using visual steps, which one student's parent said helped her go from a D to a B on unit tests.
- Logged around 90 volunteer hours in the last school year, tracked through the program coordinator.

BABYSITTER

NEIGHBORHOOD FAMILIES, PLANO, TX | SUMMER 2022 – PRESENT

- Watch two kids (ages 5 and 8) for regular families in the neighborhood, usually Friday nights and weekend afternoons.
- Plan simple activities like sidewalk chalk, board games, and easy dinners so parents come home to a picked-up house.
- Completed the American Red Cross Babysitting Basics course in 2022.

EDUCATION

Plano West Senior High School, expected graduation May 2026

Grade average: 3.7 out of 4.0

Relevant coursework: Algebra II, Spanish III, Introduction to Business