

LJ

Lisa Jackson

High School Student

High school sophomore looking for a first paid position after two years of volunteer and school-based experience. Strong attendance record, comfortable with customer-facing tasks, and available weekends and weekday evenings after 4pm.

Location

Chandler, AZ

Phone

(480) 555-0198

Email

jayden.okafor@example.com

Education

Chandler High School, Chandler, AZ, Class of 2027 (Expected)

Honor Roll student

Relevant coursework: English 10 Honors, Journalism 1, Geometry

Key Skills

- Customer service and cash handling
- Google Workspace (Docs, Sheets, Calendar)
- Adobe InDesign (basic)
- Writing and proofreading
- Punctual and dependable attendance
- Comfortable with dogs and cats of all sizes
- Trained in emergency chest compressions and rescue breathing (American Heart Association, 2024)

Professional Experience

Concessions Volunteer, Chandler High School Athletic Boosters, Chandler, AZ
Aug 2023 - Present

- Work concession stand at home football and basketball games, serving 150-200 fans per event
- Handle cash and card payments and reconcile the till with a parent volunteer at the end of the night
- Restock drinks and snacks between quarters to keep lines under 5 minutes
- Logged 60+ volunteer hours across the 2023-2024 school year

Dog Walker and Pet Sitter, Self-Employed, Chandler, AZ
Summer 2023 - Present

- Walk 4 regular neighborhood dogs on a rotating schedule after school and on weekends
- Handle overnight pet sitting for two families when they travel, including feeding, medication, and mail pickup
- Track appointments and payments in a Google Calendar and Sheets tracker built for the side business

Yearbook Staff Member, Chandler High School, Chandler, AZ
Sept 2023 - Present

- Write short profile blurbs and photo captions for the fall sports and clubs section
- Meet weekly deadlines for drafts and edits in Adobe InDesign templates
- Interviewed 12 club leaders in fall 2024 to build a two-page feature spread