



Roseville, MN 12345



(612) 555-0142



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KEY SKILLS

- Cash handling and POS (Square, Toast)
- Customer service
- Google Docs, Sheets, Slides
- Microsoft Word and PowerPoint
- Basic conversational Spanish
- Time management across school, work, and sports
- Red Cross Babysitting Basics certified
- Reliable transportation (driver's license)

Frank Rogers

High School Student

High school junior with two years of part-time work in food service and youth tutoring. Comfortable handling cash, greeting customers, and covering shifts on short notice. Looking for a summer role that builds on customer service experience.

PROFESSIONAL EXPERIENCE

CREW MEMBER

SUNNY SCOOP CREAMERY, ROSEVILLE, MN | JUNE 2023 – PRESENT

- Serve 80-120 customers on Friday and Saturday shifts, handling orders, cash, and card payments
- Trained two new hires on the register system and closing checklist during summer 2024
- Restock toppings and dairy inventory at open and close, catching a freezer temperature issue that prevented product loss
- Cover shifts for coworkers with less than 24 hours notice, averaging 3-4 pickup shifts a month

PEER MATH TUTOR (VOLUNTEER)

ROSEVILLE AREA HIGH SCHOOL, ROSEVILLE, MN | SEPT 2023 – PRESENT

- Tutor 4 freshmen weekly in Algebra 1 through the after-school peer mentor program
- Helped two students raise quarter grades from D to B by reworking homework problems together
- Coordinate meeting times over email and keep a shared Google Doc of practice problems

BABYSITTER

NEIGHBORHOOD FAMILIES, ROSEVILLE, MN | SUMMER 2022 – PRESENT

- Care for 3 families with kids ages 4 to 10, including meals, bedtime, and homework help
- Completed Red Cross Babysitting Basics certification in spring 2022
- Repeat client for two families, with an average of 6-8 evenings booked per month

EDUCATION

Roseville Area High School, Roseville, MN, Class of 2026 (Expected)

Honor Roll, 4 semesters

Relevant coursework: Algebra 2, Spanish 3, Intro to Business