

RESUME SAMPLE 1

Matthew Taylor

2912 Hawthorne Place Corona, Ca (965) 564-8975

mathewtaylor@yahoo.com

EDUCATION

Norco College-Riverside Community College District
Major Preparation

Norco, Ca

Riverside Community College
Associates of Arts: Social & Behavioral Sciences

Riverside, Ca
2007

Norco High School
High School Diploma

Norco, Ca
2005

EXPERIENCE

CVS Pharmacy
Store Manager

Corona, Ca
January 2009 - Present

- _____
- _____
- _____
- _____
- _____

1

Edna's Cafe
Cashier

Riverside, Ca
October 2004 - October 2008

- _____
- _____
- _____
- _____
- _____
- _____

2

HIGHLIGHTS

- Work well in a high pressure environment
- Strong background in all phases of conflict resolution
- Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success
- MAC and PC literate
- Proficient in MS Word, Excel, Access, PowerPoint and Publisher

resume sample #2

NANCY ROSE

4589 Mine Road Corona, CA 95876 (951) 555-2198

nancy.rose@yahoo.com

EDUCATION

Norco College-Riverside Community College District
Associate of Arts: Social & Behavioral Sciences

Norco, Ca
2007

Corona High School
High School Diploma

Corona, Ca
2005

VOLUNTEER EXPERIENCE

New Church
Office Aide

Norco, Ca
January 2008 to Present

- _____ 1
- _____ 2
- _____ 3
- _____ 4

Norco College ASNC
Office Aid

Norco, Ca
August 2006 to Present

- Assist in Student Government events on and off campus
- Prepare agenda items for club meetings
- Compile information packets, fliers and brochures
- Complete various office duties as needed
- Provide students with information and assistance on a daily basis

SKILLS

- Work well in a high pressure environment.
- Trained in all areas of data entry
- Proficient in Microsoft Office Applications: Word, Excel, Access, Publisher and PowerPoint
- Extensive experience in customer service.
- Self-motivated, organized and efficient

QUALIFICATIONS

- _____ 5
- _____
- _____
- _____
- _____

CERTIFICATES

- Operations & Production Management Certificate
- Office Assistant Certificate