

Sample Student Resume

Russell Hedgehog

Cardinal, OH

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Professional Summary:

Delivers strong work ethic, reliability, and enthusiasm to support team goals and organizational success. Apply hands-on experience from volunteer and part-time roles to complete tasks efficiently and adapt to new challenges. Demonstrates a positive attitude, strong communication skills, and a commitment to continuous improvement.

Experience:

Community Recreation Center – Cardinal, OH

May 2024 – Present

Front Desk Assistant

- Greet visitors, answer phones, and assist with scheduling for center activities
- Handle sign-ups for classes and track attendance
- Maintain a clean organized workspace

Fresh Market Grocery – Cardinal, OH

Sept 2023 – May 2024

Cashier

- Provide friendly customer service and operated a cash register
- Assist with stocking shelves and organize displays
- Handle money, returns, and basic customer service concerns

Volunteer Activities:

Helping Hands Food Pantry – Cardinal, OH

Jan 2024 – Present

Food Bank Volunteer

- Help pack and distribute food to families in need
- Maintain cleanliness and safety standards in the facility
- Work with a team during community outreach events

Education:

Cardinal College of Arts & Sciences – Cardinal, Ohio

Pursuing Associate of Arts Degree

Expected Graduation: May 2027

Relevant Coursework: Communication, Intro to Business, Computer Applications