

Hannah Strong
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Objective

A part-time holiday retail position

Skills

- Proficient with Microsoft Word, Excel and PowerPoint, internet research and social media
- Accurate money-handling skills
- Friendly and courteous customer service

Education

McLain High School – Lakewood, CO

September 2011 – Expected Graduation June 2013

Green Mountain High School – Lakewood, CO

September 2009 – June 2011

- Member of Green Mountain High School tennis team

Experience

Sales Associate – Best Buy – Lakewood, CO

June 2011 – Present

- Provide friendly and professional customer service
- Operate computerized cash register system; consistently balance cash drawer
- Maintain and restock inventory

Acknowledged by management for willingness to do more than expected

Child Care – Lakewood, CO

December 2010 – Present

- Provide child care for several families after school, weekends and during school vacations
- Maintain safety, help with homework and plan fun and educational activities

Afterschool Volunteer – Big Brothers Big Sisters of Colorado – Denver, CO

September 2012 – Present

- 10 hours per month
- Help first grade students with math homework
- Supervise arts and crafts activities

Reading Volunteer – Denver Public Library – Denver, CO

September 2010 – June 2011

- 2 hours weekly
- Read stories with first to third graders

Achievements

- Completed 4 mile Turkey Trot, November 2011; raised \$100 for Mile High United Way
- Lakewood Community Basketball League, Most Improved Player, 2011 season