

Example Résumé For On-Campus Employment

Anna M. Johnson

Current Address:

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Permanent Address:

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- OBJECTIVE** **Employment** related to science, biology, or pre-med office or receptionist work.
- EDUCATION** **High School Diploma**, Washington High School, Anytown, MA – June 2011
GPA: 4.12 of 4.0
- COMPUTER SKILLS** **Software:** • Microsoft Office **WORD, PowerPoint**
• **Internet Research and Communication**
- EXPERIENCE** **Office Assistant (Volunteer)**, Office of Dr. A. Jones, Family Physician, Anytown, MA
Fall 2009 – August 2011
- Performed secretarial duties – typing and filing documents and occasionally served as telephone receptionist.
 - Child Care – Assisted patients with child care during office appointments.
- Good Faith Hospital – Volunteer**, Anytown, MA Spring 2009 – May 2011
- Telephone receptionist for surgical floor.
 - Office Technician – typing, filing documents, and checking medical supply inventory.
 - Patient Assistant – served meals, replaced charts, and conversed with patients.
 - Courier – delivered medical documents to different floors of hospital.
- Peterson's Grocery Outlet**, Anytown, MA Fall 2009 – August 2011
- Grocery bagger and re-stocking clerk.
- Assistant Coach**, Community Recreation District, Anytown, MA Summer 2009
- Coached and mentored swimmers with Little Dolphins Swimming and Diving School (8-10 year olds).
- ACTIVITIES** **Captain**, Varsity Dive Team, Washington High School, 2010-2011
Yearbook Section Editor, 2010-2011
Student Foreign Exchange – Germany (4 weeks), Mexico (1 week), Canada (1 week)
Acoustic Guitar Lessons, 2008-2011
- HONORS** **Two Rivers College President's Scholarship Recipient**
Two Rivers College Biology Department Scholarship Recipient
Massachusetts Scholarship Federation officer
Elected **Captain** of Washington High School Academic Decathlon Team
- AVAILABILITY** August 28, 2011 – May 1, 2012