

Steven Student

Kankakee, IL 60901 ▪ 815-555-5555 ▪ steven.student@email.com

Profile

Highly focused and responsible high school student guaranteed to contribute strongly within a customer service role requiring enthusiasm, charismatic communications skills, and an exemplary work ethic.

- **Communications:** Convey information persuasively both orally and in writing. Facility for building positive relationships with others with humor, helpfulness, and cultural sensitivity.
- **Teamwork:** Able to apply lessons learned as a lettered student athlete to motivate and support all team members in assigned tasks and projects.
- **Mathematics:** A+ math student, with ability to use superb mental math skills to ensure accuracy in order processing, cash handling, and credit transactions.
- **Technical Proficiencies:** Solid command of Microsoft Office Suite (Word, Excel, PowerPoint) and of social media. Swift learner, easily mastering new software systems.

Education

Kankakee High School, Kankakee, IL; 3.25 GPA

Honor Roll, National Honor Society, Co-Captain, Boys Basketball Team; Math Club Treasurer; Student Math Mentor

Experience

Steve's Lawncare Services, Kankakee, IL

Gardener, June 2019 to Present

Provide ongoing lawncare services to 25+ regular clients. Communicate with customers to schedule services and define requirements; mow, weed, and rake lawns and gardens and shovel snow.

- Built a lasting clientele through word-of-mouth referrals from satisfied customers.

Habitat for Humanity, Kankakee, IL

Volunteer, June 2018 to Present

Team with fellow church youth group members to contribute to Habitat for Humanity projects. Work on construction teams to erect new housing for low-income families.

- Conceptualized and coordinated fundraising Christmas event that raised over \$5K for organization.