

COLLIN COUGAR

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[Overall, you want to make sure that the elements in your resume are organized for your audience. For example, if your work experience is more relevant to the position, but education is not, you may consider putting work higher on the page.]

OBJECTIVE

[Insert where you went to school, what you studied/major/minor, where you want to work, any experience you've had that resembles the current job opening. This section is optional.]

EDUCATION

[Insert degrees that you have earned or, if relevant, that you are working towards earning.]

Associate of Science

Anticipated date of graduation – Fall 2016

Collin College, Frisco, TX

- Dean's List – Fall 2015, Spring 2016

SKILLS

[Add skills that are applicable to the position you are applying to. This section is optional.]

- Exceptional bilingual communication skills, both oral and written in English and Spanish
- Proficient in various database software programs and computer technology such as: Microsoft office Suite [Word, Excel, Outlook, PowerPoint], Windows, XP, Vista, logistics software

WORK EXPERIENCE

[Insert your most recent or relevant work history. Consider adding volunteer experience if your work experience is limited or does not support your eligibility for the position. However, if you add volunteer experience, make sure that it is clearly designated as such.]

Asset Protection and Inventory Specialist

2015-present

Best Buy store 1773, Frisco, TX

- Examined data to identify and minimize accident risks
- Conducted internal investigations
- Classified, recorded, and summarized data to compile and maintain accurate records
- Executed daily inventory procedures using specialized software electronic records

Cashier

2013-2015

Home Depot store 753, Frisco, TX

- Followed standard operating procedures for cash handling
- Created a welcome and helpful environment for customers
- Facilitated POS transactions in the traditional and self-checkout lanes

[To be concise, limit your position details to three or four bullet points of one line each]

[Make sure to consider the wording that you use to describe each position. Your word choice can help your audience understand why you would be a good fit for the job.]