

# Great Student

123 Mission Hill Street

Boston, MA 02130

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## OBJECTIVE

Hardworking, Responsible High School \_\_\_\_\_ seeking employment

## EDUCATION

**New Mission High School, Roxbury, MA**

*Class of 2008*

- Academic and Attendance awards
- Sports participation and awards
- Other School activities

## QUALIFICATIONS

- Bilingual in English and \_\_\_\_\_
- Proficient in the use of MS Word, MS Excel, MS PowerPoint, Internet, Email, Typing

## WORK EXPERIENCE

9/06- Present

**Stop and Shop**

**Boston, MA**

*Cashier*

- Processed cash, credit and debit transactions
- Provided excellent customer service
- Organized and stocked products in the store

Summer 2006

**State Street Corporation**

**Boston, MA**

*Intern*

- Analyze client files and redirect funds to cover accounts
- Entered client information into company database
- Managed client files in the filing room

## VOLUNTEER EXPERIENCE

9/05-Present

**The Dorchester Community Center**

**Boston, MA**

*Participant in True Hip Hop Culture Program*

- Learned about youth violence
- Worked with teens from across the city to address community issues

## INTERESTS / ACTIVITIES

- Other programs, sports leagues, etc, you have been involved in.
- Insert Hobbies here