

Example 3

Part-time Job Resume

Kimberly A. Jones

310 Rock Ave. # 56
Arcata, CA 95521
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OBJECTIVE

A part-time restaurant hostess position

FOOD SERVICE EXPERIENCE

Gianna's Restaurant

Waitress/Hostess

Seated customers, took orders, bused tables, served food. Cashiered, answered phones, prepped and cleaned facility.

Livermore, CA

Dec. '04 - Jul. '07

Jamba Juice

Team Member

Made along with poured and served drinks, took orders, cashiered, pre-open and close duties, cleaned facilities.

Livermore, CA

April '07 - Aug. '07

CUSTOMER SERVICE

Career Center HSU

Career Center Representative

Answered phones, make appointments, answered questions and gave information, emailed and faxed documents.

Arcata, CA

Aug. '07 - present

EDUCATION

Humboldt State University, Arcata, CA

Major: Business Administration, First Year Student

REFERENCES

Cherry Martin
Office Assistant
UC Berkley
Livermore, CA
(925) 615-1892

Pam Gray
Teacher
Linmore High School
Sacramento, CA
(916) 608-6815

Shea Berge
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