

## **SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

## **DISPATCHER**

Strong commitment to public safety and passion for serving others. Excellent communication and problem-solving skills with ability to work under pressure and adapt to changing situations. Fluent in Spanish and English. Additional competencies include:

- Operate equipment utilized by telecommunicators in public safety field
- Strong active listening, speaking and problem-solving abilities
- Knowledge of policies, procedures, and strategies to maintain public safety and security
- Microsoft Office: Word, Excel, and PowerPoint

## **CERTIFICATIONS**

Law Enforcement Agencies Data Systems (LEADS) Practitioner Certification

July 20xx

CPR Certification- American Heart Association

May 20xx

## **EDUCATION**

Harper College, Palatine, IL

**Public Safety Dispatcher Certificate**

June 20xx

## **WORK EXPERIENCE**

Macy's, Schaumburg, IL

**Sales Assistant**

May 20xx to Present

- Greet and provide top-notch customer service by offering sales and fashion knowledge of stock and current trends.
- Open and close registers including counting money and tallying checks, credit sales and cash with accuracy and efficiency.
- Cross-sell items that coordinate together to provide fashion ideas to customers and build strong customer base and referral sources.
- Organize department to make sure merchandise is properly displayed and accessible to customers to increase attractiveness of sales floor.
- Assist co-workers with ringing up sales and packaging purchases to promote teamwork and collaborative spirit.

## **VOLUNTEER EXPERIENCE**

Boys and Girls Club of America, Elgin, IL

March 20xx to Present

- Mentor young adults to inspire and enable them to realize their full potential as productive, responsible, and caring citizens.
- Participated in community and outreach events to raise awareness and support.

## **ACTIVITIES**

Harper College, Palatine, IL

Student Activities Board- Member

August 20xx to May 20xx