Resume For College Student Part Time Job

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### Objective

Dedicated and hardworking college student seeking a part-time position at [Company/Organization Name] to leverage my strong communication, organizational, and multitasking skills while gaining practical experience in a dynamic work environment.

### Education

**University of Southern California**Los Angeles, CA
Bachelor of Arts in Psychology
Expected Graduation: May 2026
GPA: 3.7

### Skills

* Technical Skills: Microsoft Office (Word, Excel, PowerPoint), Google Suite, basic HTML/CSS
* Soft Skills: Excellent communication, customer service, multitasking, time management, teamwork
* Languages: English, Spanish (conversational)

### Experience

**Customer Service Representative**Campus Bookstore, University of Southern California, Los Angeles, CA
September 2023 – Present

* Assisted customers in locating and purchasing textbooks and university merchandise
* Handled cash and credit transactions efficiently and accurately
* Organized and restocked inventory, ensuring a neat and orderly store environment
* Provided information about store promotions and events, contributing to increased sales

**Barista**Brewed Awakenings Café, Los Angeles, CA
June 2022 – August 2023

* Prepared and served coffee, tea, and other beverages according to customer specifications
* Maintained a clean and inviting café environment by performing regular cleaning tasks
* Managed inventory and placed orders for supplies as needed
* Trained new employees on café procedures and customer service standards

### Projects

**Volunteer Coordinator**Community Outreach Program, University of Southern California, Los Angeles, CA
February 2023 – April 2023

* Coordinated volunteer schedules and activities for community service events
* Communicated with local organizations to arrange volunteer opportunities
* Developed promotional materials to recruit volunteers from the student body
* Achieved a 30% increase in volunteer participation compared to previous events

### Extracurricular Activities

**Member**Psychology Club, University of Southern California, Los Angeles, CA
September 2022 – Present

* Participated in club meetings, discussions, and events focused on various psychology topics
* Assisted in organizing guest speaker sessions and workshops
* Contributed articles to the club's monthly newsletter

**Volunteer Tutor**USC Tutoring Center, Los Angeles, CA
October 2022 – Present

* Provided academic assistance to fellow students in subjects such as psychology and English
* Developed personalized study plans to help students improve their grades
* Received positive feedback from students and faculty for effective tutoring sessions

### Certifications

* CPR and First Aid, American Red Cross, July 2023

### References

Available upon request.