

# Resume For College Student Part Time Job

## **Emily Johnson**

789 University Blvd

Los Angeles, CA 90007

emily.johnson@email.com

(310) 555-6789

[LinkedIn Profile](#)

## **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.