

# **Customer Service Resume For High School Students**

## **Jessica Lee**

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## **Objective**

Enthusiastic high school junior with strong interpersonal and organizational skills seeking a part-time customer service position at Local Retail Store. Eager to leverage communication and problem-solving skills to enhance customer satisfaction and support team objectives.

## **Education**

### **Hometown High School**

Hometown, CA

Expected Graduation: June 2024

- GPA: 3.8
- Relevant Courses: Business Communications, Introduction to Psychology, Personal Finance

## **Volunteer Experience**

### **Volunteer, Hometown Annual Book Fair**

Hometown, CA

January 2023 - Present

- Assist in organizing and managing local community events, demonstrating strong organizational skills and a commitment to providing high-quality service.
- Communicate effectively with attendees to address their needs and ensure a positive event experience.

### **Student Helper, Hometown High School Orientation**

Hometown High School

August 2022

- Supported orientation coordination efforts by managing sign-ups and providing directions and information to new students.
- Demonstrated reliability and ability to handle various tasks in a busy environment.

### **Extracurricular Activities**

#### **Member, Student Council**

Hometown High School

September 2021 - Present

- Engage in council activities, learning teamwork and leadership skills critical for effective customer service.
- Participate in planning school events, contributing ideas and organizing logistics.

### **Skills**

- **Communication:** Strong verbal and written communication skills, developed through school presentations and interactions.
- **Customer Service:** Experience in managing interactions and solving issues during school events and volunteer activities.
- **Technology:** Proficient with Microsoft Office and Google Suite; comfortable using digital communication tools like Slack and Zoom.

- **Problem Solving:** Demonstrated ability to identify issues and propose solutions during student council activities.

### **Certifications**

- **Customer Service Training Certificate**  
Online Course via Coursera, May 2023

### **Awards and Recognition**

- **Student Volunteer of the Year**, Hometown Community Center  
For outstanding service and commitment to community events, April 2023