**MAYA WYNES**

304-555-5555 | Professional.Email@gmail.com | Beckley, WV

# EDUCATION

**West Virginia University Institute of Technology (WVU Tech)** Beckley, WV

Bachelor of Science in Health Services Administration Expected: May XXXX

# RELEVANT EXPERIENCE

**Golden Bear Hospital,** Beckley, WV July XXXX–Present

*Intern*

* Assist with the filing and organization of critical hospital documentation
* Created system of processing information requests that cut time required by 25%
* Teach and instruct proper guidelines to new interns as added

**Organization Name,** City, State July XXXX–June XXXX

*Position Held*

* Compelling job summary line one
* Including how you contributed and/or specific improvements you made
* If possible, include quantifiable data – exact numbers served, percentage improvements made

# WORK EXPERIENCE

**Kroger,** Beckley, WV September XXXX–Present

*Cashier (part-time)*

* Utilize time-management skills to provide high-quality customer service
* Communicate professionally with management
* Demonstrate attention to detail and multi-tasking skills by maintaining a 99% accuracy rate at the register

# ACTIVITIES

**Dance Forever,** Princeton, WV February XXXX–June XXXX

* Gained experience in tap, ballet, jazz, hip-hop, point, lyrical, and tumbling
* Competed on a national level with all-star dance and all-star cheerleading teams

**HONORS**

WV Promise Scholarship XXXX–Present

Certified in CPR and First Aid, American Red Cross XXXX–Present

Competitive Varsity Cheerleader (State & Regional Champions) XXXX–XXXX

**COMMUNITY SERVICE/CLUBS**

Operation Underdog XXXX–XXXX

Raleigh County Homeless Shelter XXXX–XXXX

**COMPUTER/ADDITIONAL SKILLS**

Microsoft Office Suite, Video Star, iMovie, and Pinnacle Studio (Movie Editing and Screen Recording)