

MAYA WYNES

304-555-5555 | Professional.Email@gmail.com | 123 Golden Bear Lane, Beckley, WV

EDUCATION

West Virginia University Institute of Technology, Beckley, WV Expected: May XXXX
Bachelor of Science in Health Services Administration

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, Bridgeport, 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)