# E X P E R I E N C E

**OLIVIA** SANCHEZ

S T U D E N T

**A B O U T M E**

Motivated and detail-oriented recent high school graduate seeking a position in customer service. Eager to apply strong communication skills and a positive attitude to contribute to a dynamic team environment.

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**L A N G U A G E**

English German Spanish

**S K I L L S**

Proficient in Microsoft Office (Word, Excel, PowerPoint) Excellent verbal and written communication skills

Strong organizational and time management abilities Bilingual: Fluent in English and Spanish

Customer service-oriented with a friendly demeanor

## Retail Associate (Part-Time)

ABC Clothing Store Toronto, ON

## August 2022 – June 2023

Assisted customers with product selections and provided exceptional service

Operated cash register and handled transactions accurately Maintained store cleanliness and organized merchandise displays Processed inventory shipments and restocked shelves

## Volunteer Tutor

Youth Learning Center Toronto, ON

## September 2021 – June 2022

Provided academic assistance to elementary school students in math and reading

Developed personalized learning plans to improve student performance

Encouraged a positive and supportive learning environment

# E D U C A T I O N

## Central High School

Toronto, ON

Diploma, June 2023 GPA: 3.8/4.0