

# OLIVIA SANCHEZ

STUDENT

## ABOUT ME

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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## LANGUAGE

English

German

Spanish

## SKILLS

- 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

## EXPERIENCE

**Retail Associate (Part-Time)** August 2022 – June 2023

ABC Clothing Store  
Toronto, ON

- 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**

September 2021 – June 2022

Youth Learning Center  
Toronto, ON

- 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

## EDUCATION

**Central High School**  
Toronto, ON  
Diploma, June 2023

GPA: 3.8/4.0