

Sample resume with work experience

Hayley O'Malley

Culver City, California | 465-454-7982 | Hayley.OMalley@email.com

Summary

Enthusiastic high school senior with excellent academic record and proven leadership skills seeks a part-time administrative position that will provide the opportunity to use organizational and time management skills.

Education

South Culver High School

4.0 GPA

Senior

Experience

Julie's Dog Walking, Dog Walker

June 2019-Present

- Collect dogs according to a regular schedule and provide exercise and stimulation according to owners' guidelines
- Follow instructions concerning the care and handling of all dogs
- Communicate clearly with owners, passing on information about each dog via text, email and in-person as appropriate
- Keep accurate records of hours worked and collect payment from clients every week
- Increased my client base by 50% in the first three months through word-of-mouth alone

Sunnyvale Swimming, Swim Team Member

May 2018-Present

- Train regularly and compete in regional and state-wide competitions
- Contributed to seven recent wins for the team and the school's current position at the top of the regional table

Skills

- Communication and negotiation
- Time management
- Methodical
- Self-motivated