

Sample R. Smith

7420 Main Street
Florence, KY 41042

Cell: (859) 555-5555

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OBJECTIVE

Seeking a position as a management trainee where I can utilize my training, experience, and skills while pursuing a degree in Business Administration.

EDUCATION

Boone County High School. *Florence, Kentucky.*

Expected Date of Graduation: June, 2015

GPA: 3.8/ 4.0

Northern Kentucky University. *Highland Heights, Kentucky*

Dual Enrollment. Fall 2014 - Spring 2015

WORK EXPERIENCE

Shift Leader. *Firehouse Subs, Florence, Kentucky. June 2013- Present*

- Create sandwiches to customers specifications
- Maintain a clean work environment
- Provide quality customer service
- Supervise 2-3 employees and responsible for nightly store closing

Paper Carrier. *Florence Recorder, Florence, Kentucky. October 2008- May 2013*

- Delivered newspapers
- Collected money from customers

HONORS/AWARDS/ACTIVITIES

- Future Business Leaders of America (2013-Present)
- Junior Varsity Baseball (2013)
- Freshman Baseball (2012)
- Freshman Football (2012)
- Most Improved Player, Baseball (2012)
- Offensive Player of the Year, Baseball (2012)

VOLUNTEER WORK

Seven Hills Church. *Florence, Kentucky – 2011*

- Participated in several volunteer events organized by the church.

REFERENCES

Mr. Adam Keller
Manager
Firehouse Subs
6805 Houston Road
Florence, KY 41042
(859) 258-5555

Mrs. Kathleen Richie
Business Teacher
Boone County High School
7056 Burlington Pike
Florence, KY 41042
(859) 282-5655

Mrs. Patty Mueller
Science Teacher
Boone County High School
7056 Burlington Pike
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(859) 282-5655