

KYLIE MARIE JENNINGS

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EDUCATION

HALL COLLEGE PREPARATORY, Olinda, Maui, Hawaii

Expect to graduate in 20xx

Academic Courses: Headmaster's List, GPA: 3.9 (20xx–20xx school year)
Japanese I and Spanish IV
Honors Physics, Pre-Calculus, and Spanish

Activities: Member, Cross-Country and Track Teams
Second in Maui County, 20xx

WORKSHOPS

Smyth School of Art, Washington, DC, summer 20xx—Studio Art and Photography
Costa Rica, Central America, summer 20xx—Spanish-Language Immersion

EMPLOYMENT

MAUI RETAIL CORP., Lahaina, Maui, 20xx–present

Retail Sales/Computer Assistant to the Regional Manager

- Perform computer research concerning inventory, costs, and store information.
- Research competitive companies, products, and catalogs via the Internet.
- Manipulate online data to create sales and financial reports.
- Develop formulas and create Excel spreadsheets, graphs, and reports for management and financial analysis by managers.
- Conducted retail sales, friendly customer service, inventory control, and merchandising.

SKILLS

Languages: Fluent Spanish; currently studying Japanese

Computers: PCs with Windows Vista, Excel, Word

INTERESTS

Extensive travel in the United States and Central America

Hawaiian culture and history

Philosophy and environmental sciences

Outdoor activities, including hiking, camping, and biking

PERSONAL QUALITIES

Dependable, hardworking, motivated, sincere, and analytical

Challenged by learning and new experiences

SAMPLE – RESUME FOR COLLEGE APPLICATIONS