



# Resume Sample - First Year Student

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## Melody Martindale

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### EDUCATION

**Auburn University** | Auburn, AL  
*Bachelor of Arts in History* | May 2018

**Smith Lee Johnson High School** | Millytown, AL  
*Advanced Diploma* | May 2014  
GPA: 4.22/4.0

Margins: .75"  
Name: Calibri 18 pt  
Section Headings: Calibri 11 pt  
Content: Calibri 11 pt

### EXPERIENCE

**Millytown Gift Co.** | Millytown, AL  
*Sales Associate* | August 2012-May 2014

- Provided friendly customer service to all patrons and assisted them in locating merchandise
- Accurately managed financial transactions and balanced cash drawer daily
- Inventoried stock and notified owner when merchandise required reordering

**Private Family** | Millytown, AL  
*Babysitter* | May 2010-May 2014

- Engaged two children ages 6 and 8 in age appropriate activities
- Entrusted to drive children to and from after-school activities
- Assisted children in completion of homework as needed during the school year

**Millytown Community Pool** | Millytown, AL  
*Lifeguard* | Summers 2011 & 2012

- Supervised swimmers at a 175 person capacity pool
- Ensured pool rules and safety procedures were followed by all patrons
- Led swimming lessons to groups of 8 children ages 5-10, instructing them in proper swimming techniques and pool safety

### LEADERSHIP

**National Honor Society** | August 2011-May 2014  
*Vice-President* | August 2013-May 2014

**Mu Alpha Theta** | August 2012-May 2014  
*Secretary* | August 2013-May 2014

### HONORS & AWARDS

Auburn University Heritage Scholarship | 2014-Present  
Smith Lee Johnson High School Distinguished Graduate Award | 2014

### ACTIVITIES & SERVICE

Habitat for Humanity Volunteer; 88 hrs | 2012-2014  
Yearbook Staff | 2011-2013

### KEY SKILLS

Proficient in Microsoft Office (Word, PowerPoint, and Excel)