

Jenny Jobseeker

400 West First Street • Chico, CA 95929 • (555) 555-5555 • jennyjobseeker@internet.net

Objective

An internship in the health services field.

Education

California State University, Chico
Bachelor of Science in Health Science, May 0000
Emphasis: **Health Services Administration**
Certificate: Emergency Medical Services Administration

Experience

Sunset Retirement Community Chico, CA
Dining Room Server May 0000-present

- Provided a welcoming environment for residents during meals and social events
- Demonstrated the ability to handle difficult situations and make accurate decisions to better accommodate the residents
- Provided outstanding customer service to residents needing extra assistance

Ace Hardware Chico, CA
Office Manager May 0000-May 0000

- Managed accounts receivable on a daily basis
- Demonstrated the ability to multi-task efficiently in a fast-paced customer service environment
- Trained and supervised employees on operating registers and handling customer accounts

Johnny Rockets, Inc. Irvine, CA and Costa Mesa, CA
Waiter/Entertainer February 0000-May 0000

- Earned a 100% on a secret shopper survey for providing excellent customer service
- Contributed to the 1940s atmosphere by performing for customers
- Collaborated with corporate personnel to achieve sales and operational goals
- Demonstrated flexibility by rotating between three locations to accommodate corporate needs

Activities

President, CSU Chapter of the American College of Healthcare Executives, 0000/0000
Hospitality Chair, CSU Chapter, Up 'til Dawn fundraiser for St. Jude's Children's Research Hospital, 0000