

SUMMARY

Business student with part-time retail experience and coursework in accounting and communication. Helps customers find products, processes transactions and keeps stock organized.

EDUCATION

Associate of Arts in Business (in progress) Aug 2025 – May 2027
Example Community College
Coursework in introductory accounting, business communication and spreadsheet analysis.

EXPERIENCE

Retail Associate Aug 2025 – Present
Example Retail, Austin, TX

- Help customers compare products and answer routine questions.
- Process purchases and returns at the register.
- Restock shelves and check prices against store labels.

SKILLS

Point-of-sale systems · Customer service · Microsoft Excel · Inventory checks

PROJECTS & VOLUNTEERING

Helped set up student club events and recorded attendance for the organizing team.