**Alex Jordan**

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319-333-3333

**EDUCATION**

The University of Iowa, Iowa City, IA Anticipated May 20XX

Open Major

**WORK EXPERIENCE**

Box Office Cashier May 20XX – August 20XX

Crossroads Movie Theater, Waterloo, IA

* Worked in box office, concessions, and usher roles
* Dealt with customer complaints and problems in a courteous manner
* Developed interpersonal skills during interactions with customers and coworkers

Babysitter June 20XX – December 20XX

Private Residence, Waterloo, IA

* Cared for three children ages 2, 5, and 7
* Organized age-appropriate activities and ensured children’s safety
* Earned American Red Cross babysitter certification and CPR/AED certification

**HIGH SCHOOL ACTIVITIES**

Wooden Horse Literary Magazine, East High School, Waterloo, IA January 20XX-May 20XX

* Reviewed submissions of poems, essays, short stories, and art
* Edited and arranged content for publication

Bowling Team, East High School, Waterloo, IA August 20XX-May 20XX

* Team captain for one year, varsity letter winner for three years
* Led team to state championship title in 20XX

Student Senate, East High School, Waterloo, IA September 20XX-May 20XX

* Helped plan social and volunteer events, including Prom and Senior Service Day
* Provided a student perspective and input on policy decisions

**VOLUNTEER EXPERIENCE**

Grout Museum of History and Science, Waterloo, IA Summers 20XX-20XX

* Helped kids complete crafts and activities during special events
* Kept activity stations organized and stocked with supplies
* Assisted in planning activities for future events

**HONORS & AWARDS**

* National Honor Society April 20XX-May 20XX
* Waterloo East High Honor Roll August 20XX-December 20XX