

Alex Jordan

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EDUCATION

The University of Iowa | Iowa City, IA
Bachelor of Science—Psychology

Anticipated May 20XX

WORK EXPERIENCE

Box Office Cashier

May 20XX – August 20XX

Crossroads Movie Theater | Waterloo, IA

- Sold tickets to more than 100 customers in box office, operated concessions, and ushered guests
- Utilized customer service skills to answer questions and problem solve in courteous and timely manner
- Developed interpersonal skills during customer and co-worker interactions by communicating clearly

Babysitter

Private Residence | Waterloo, IA

June 20XX – December 20XX

- Provided care and supervision for 3 children daily
- Organized age-appropriate activities to keep the children active and learning
- Earned American Red Cross babysitter and CPR/AED certification to ensure children safety

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 monthly publication

Bowling Team Member | *East High School* | Waterloo, IA

August 20XX – May 20XX

- Served as team captain and achieved varsity letter winner for 3 years
- Led team to state championship title in 20XX

Student Senate Member | *East High School* | Waterloo, IA

September 20XX – May 20XX

- Helped plan 4 social and volunteer events, including Prom and Senior Service Day
- Provided student perspective to school board on policy decisions affecting current and incoming students

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