**Alex Jordan**

100 Burge Hall, Room 201, Iowa City, IA 52242

alex-jordan@uiowa.edu | 319-333-3333

**EDUCATION**

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

*Bachelor of Science—Psychology*

**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