

# Alex Jordan

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## EDUCATION

The University of Iowa, Iowa City, IA  
Open Major

Anticipated May 20XX

## 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