

Date: 07

Position:

Ph:

Katelyn Layton

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Summary

I am a recent graduate from High School. I graduated with a 3.8 grade point average. I was a Teacher's Aide in three classrooms my Senior Year. I have experience with working in the Student Store and Customer Service with students. I helped the teachers with classroom set-up and arranging for class projects. I also helped with grading of students papers.

Skills

- I have experience with keeping track of money.
- keeping track of Inventory
- Great Customer Service
- Many Computer Skills
- Fast Learner
- Can Work Independently

Experience

Yucaipa High School

August 2015 to June 2016

Retail Service Associate

Yucaipa, Ca

Education and Training

Green Valley High School

2017

High School Diploma: Customer Service

Yucaipa, Ca, United States

Activities and Honors

Have participated as a Teachers Aide to help the teachers with their classroom preparation and testing. Learn customer service skills with participation with retail marketing at the Student store on school property. Looking forward to enhancing my skills in other areas as I enter the world of employment.