

Chronological Resumé

High school graduate
Has paid work experience

Taya Okita

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Employment

Assistant manager (part time), Dynamic Electronics, Calgary 20XX–20XX

- Supervised and trained part-time employees
- Handled customer complaints
- Interviewed applicants
- Planned monthly staff meetings
- Prepared sales reports

Sales associate (part time), Dynamic Electronics, Calgary 20XX–20XX

- Provided product information to customers
- Processed sales, exchanges, and returns
- Set up merchandise displays

Stock clerk (part time), Food World, Calgary 20XX–20XX

- Unpacked product and stocked shelves, racks, and display areas
- Helped customers find products
- Provided carry-out service
- Swept aisles and dusted display racks

Education

ABC High School graduate, Calgary 20XX

Languages

English and conversational Japanese

Awards and Recognition

- Graduated high school with honours
- Received sales associate of the month award twice
- Promoted to assistant manager within one year