

Kathryn Rogers

COLLEGE STUDENT

+1 234 567 89 10

kathrynrogers@mail.com

Claremont, CA

SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint) **Expert**

Excellent communication and interpersonal skills **Expert**

Strong time management and organizational abilities **Expert**

Ability to work both independently and collaboratively **Expert**

Knowledge of inventory management **Experienced**

Basic sales techniques **Experienced**

LANGUAGES

- German (Advanced)

PROFESSIONAL SUMMARY

Motivated Pomona College student seeking a part-time position in customer service at a local retail store, leveraging my strong communication skills and passion for assisting others while gaining valuable professional experience.

EDUCATION

2022 - Now

Bachelor of Science in Business Administration

Pomona College

Relevant Coursework:

- Principles of Marketing
- Financial Accounting
- Business Communication
- Retail Management

EXPERIENCE

2021 - 2023

Sales Associate

Sports Gear / Claremont, CA

- Assisted customers with product inquiries, provided recommendations, and processed transactions, resulting in increased customer satisfaction and repeat business
- Maintained a visually appealing store environment by organizing merchandise displays and ensuring shelves were fully stocked
- Collaborated with team members to achieve sales targets and promote store promotions and events

VOLUNTEER

2020 - Now

Local Animal Shelter

Claremont, CA

ACTIVITIES

2023 - Now

Business Club

Pomona College

Member

