**Roberta Jordan**

12345 Hemingway Ln.

Austin, TX 78722

(512) 456-7891 — R.Jordan@email.com

**Resume Profile**

Detail-oriented, reliable and mature high school senior seeking a part-time retail sales position with a youth-oriented clothing environment to gain experience and insight into the fashion industry for a future career in fashion and design.

**Work Experience**

**Country Club**

**Summer 2011 and 2012**

**Lifeguard**

* Monitored swimming areas for rule violations and drowning victims.
* Assisted in maintaining pool facilities and recreation areas surrounding pool areas.
* Supervised entertainment activities sponsored by country club.
* Worked assigned shifts at check-in and concession stand.
* Attended training courses and maintained CPR certification.
* Taught summer swimming classes and received outstanding student evaluations.

**Hawkins, Robins, Warbler and Finch, Attorneys at Law**

**Fall 2009 - Fall 2010**

* Picked-up and delivered catering and supplies for luncheons and corporate functions.
* In-house mail delivery and sorting.
* In-house document delivery.
* Office supply pick-up for local merchants.
* Assisted clerk in the law library.
* Delivered documents to and from the courthouse and other law offices.

**Volunteer Work**

**Big Brothers/Big Sisters**

**2011 - 2012**

* Assisted with and participated in group activities and field trips.
* Monitored youth during activities.
* Tutored ages 8-13 and assisted with homework assignments.

**Texas School for the Blind**

**2008**

**Book Reader**

* Read literary masterpieces into a tape recorder for use by the community.
* Assisted with volunteer office duties.

**School Organizations**

**National Honor Society**

2011, 2012

**Pep Squad**

2010 and 2011

Decorations Committee Chair — 2011

**Latin Club**

2010 - 2012

Secretary — 2010

Vice President — 2012

**Senior Student Council Representative**

2012

Secretary — 2012

**Education**

**City High School**

2010 - 2013

May 2013 Graduation

**George Washington Middle School**

2007 - 2010