**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 2012 and 2013  
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 2010 - Fall 2011**

* 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  
2012 - 2013**

* 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**  
2012, 2013

**Pep Squad**  
2011 and 2012  
Decorations Committee Chair — 2012

**Latin Club**  
2011 - 2013  
Secretary — 2011  
Vice President — 2013

**Senior Student Council Representative**  
2013  
Secretary — 2013

**Education**

**City High School**  
2011 - 2014  
May 2014 Graduation

**George Washington Middle School**  
2008 - 2011