

Richard Anderson
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Tempe, AZ 85888

(480) 123-4567

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Education:

Chandler Preparatory Academy

August 2009 – May 2013 (anticipated graduation date)

Experience:

Buy Stuff Here, Northpark Mall, Gilbert, AZ

Sales Associate

June 2009 - Present

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Child Care

2008 - Present

- Provide child care for several families after school and on weekends.

Achievements

- National Academic Award - 2009, 2010, 2011
- Tennis regional Championship team captain - 2009

Volunteer Experience

- Goodwill Thrift Store volunteer; June, July, August 2011
 - Launched a new program with Goodwill to streamline donation receipts
 - Performed requested tasks
- District Essay Contest Finalist; May 2009
 - Synthesized ideas on The Fall of the Berlin Wall
 - Researched Germany's history
- MS 150 Bike Tour; June 2008
 - Guided 12 novice bikers across Nebraska
 - Trained extensively for 14 months prior to the ride

Interests / Activities

- Boy Scouts of America, Chandler Chapter; 2008-present
- Member of Chandler Preparatory Tennis Team; 2008-present
 - Practiced daily with coach, teammates
 - Improved my record in singles to 6-0 for 2009
- Yearbook Photographer; 2008-present
 - Coordinated all photos for our Titan Yearbook
 - Edited and created page layouts

Computer Skills:

- Proficient with Microsoft Excel, Word, and PowerPoint and Internet