

Roberta Jordan
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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