

MARY ARLENE FORD

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EDUCATION

BA in Humanities, 2013

History Emphasis

Big Private University, Faketown, TX

PROFESSIONAL EXPERIENCE

Library Page

August 2011–March 2013

Faketown Public Library, Faketown, TX

Initially shelved books, but was soon asked to represent the library and aid patrons at an information kiosk located right next to the entrance. Checked books out, settled library fines, and helped patrons find books using library software.

Teller

September 2007–December 2009

Third Community Bank, Faketown, TX

Managed personal and commercial accounts, processed daily deposits and withdrawals, and administered safe deposit boxes. Maintained a professional decorum and exemplified the standards of the bank while interacting with and meeting the needs of dozens of customers per day; was subsequently asked to fill in at other branches periodically.

Sales Associate

January 2006–May 2007

Victoria's Secret, Faketown, TX

Valued member of retail team trusted to both put customers at ease and help them find desired products. Provided professional fittings and advice, operated the register, received and processed new inventory, prepared merchandise displays, and accompanied manager during bank deposits.

Team Lead/Delivery

May 2006–May 2007

Pier 49 Pizza, Faketown, TX

Completed leadership training at request of management to provide additional supervision at the store. Delivered product in a safe and timely manner, assisted customers both on the phone and in person, and maintained a clean work environment.

ADDITIONAL ACHIEVEMENTS AND SKILLS

- Proficient in online research using professional databases such as EBSCOhost and JSTOR
- Skilled in both the Dewey Decimal and Library of Congress library classification systems.
- Experienced regular user of Microsoft Office Suite and other workplace and presentation software
- Named Volunteer of the Month, Faketown Elementary, Faketown ISD, 2005