

Using a smaller type size for the name would free-up space to make this résumé only one page.

# Michelle Dolly

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There is no heading above this paragraph to tell the reader what this content is about.

I am a hard worker, full time student with the motive and dedication to improve my skills. I am ready to serve with a smile every time, every day. I'm a people pleaser and naturally lead and work well on a team.

A single-column format should be used. This would be more effective and easier to read.

**EXPERIENCE** Color is okay to use, but a bolder, darker color would have been easier to read. Major headings should use a larger font size than paragraph text.

## Dell, Fargo, IL — Part Time Specialist

October 2019 – Present

I create amazing customer experiences for new product owners or recurrent owners.

A bulleted list of the tasks and responsibilities is a more effective presentation of work experience.

## Winnie Dixie, Fargo, IL — Cashier

May 2017 – Present

I provide assistance at the end of the journey for the customer buying groceries.

Action verbs should be used to express work experience, such as: implemented, monitored, assisted, designed, etc.

## Dick's Grill and Lounge, Orlando, FL — Supervisor

July 2018 – March 2019

## Dick's Grill and Lounge, Orlando, FL — Server

March 2017 – July 2018

## Dick's Grill and Lounge, Orlando, FL — Busser

December 2016 - March 2017

There should be some list of tasks and responsibilities that appears under each job title. For instance:

## EDUCATION AND ACCOMPLISHMENTS

### University of Fargo, Fargo, IL — Computer Science

January 2020 – Present

### DoIT College, Orlando, FL — A.A. General Studies

August 2017 – July 2019

I'm in the Honors College of Fargo.

Five times in the President's Honor List.

Part of the International Honor Society Phi Theta Kappa.

### Urban Language Center, West New York, NJ

January 2016 - October 2016

English as a second language courses.

### Meyers High School, Leonia, NJ — High School Diploma

October 2014 - June 2015

Senior year.

### Dick's Grill and Lounge

- Delivered food and drinks to customers
- Composed team schedule
- Executed promotional strategies
- Operated food industrial equipment

## SKILLS

Highly motivated.

Team worker.

Fast learner.

Disciplined.

Computer Skills

- Word

- Excel

- Powerpoint

## Extra Curriculum Activities

Kickboxing

TRX

Basketball

Baseball

CrossFit

Extra-curricular activities that are not relevant to the job can be excluded.

## LANGUAGES

Spanish.

English.

Portuguese (Still working on it)

What other term could be used rather than saying, "still working on it?"

Perhaps, "intermediate," or, "beginner."

## **Colegio Jordan, Caracas, Venezuela — *High School Diploma***

September 2003 - July 2014

From elementary, middle and high school.

### **Volunteer Service**

#### **Social Worker Volunteer in Harlem**

Social work with the youth of the area.

#### **ReMake Youth**

A youth movement that made us grow spiritually and mentally by making experiences with society.

#### **Amigos Ecology**

Leader of a small group of children for extra curriculum activities based in ecology.

**Contacts** **What term should be used here, rather than, "Contacts?"**

**Available Upon Request** **"References"**