

FRANK JAMES GETAJOB

Present Address:
717 Market Street
Wilmington, NC 28401
(910) 555-5777

Permanent Address:
700 Wade Avenue
Raleigh, NC 27609
(919) 555-2121

CAREER OBJECTIVE: A sales position benefiting the Automotive Industry through well developed customer service skills and leadership abilities

EDUCATION: New Hanover High School Wilmington, NC
GPA: 3.0 May 1999

COMPUTER SKILLS: Microsoft Word, Excel, Internet, VAX, e-mail, DOS

EXPERIENCE: The Greek Corner Wilmington, NC
Wait Staff March 1998 to Present

- Train 10 employees and monitor work performance
- Incorporate time-management skills in providing customer service and handling complaints
- Operate computerized cash register and oversee monies in excess of \$ 3,000 daily
- Create spreadsheets to track inventory using Microsoft Excel

Swim Freely Club Fayetteville, NC
Life Guard Summers 1995 to 1997

- Supervised over 30 swimmers ranging in age from 3 to 60 years old
- Developed and implemented competitive swim lessons
- Trained children in swimming techniques which resulted in three national wins
- Assured proper pool safety and administered first aid
- Certified in First Aid, CPR and Life Saving

COMMUNITY SERVICE: New Hanover County Historic Museum, Hospitality House of Wilmington, Beach Sweep

REFERENCES: Available Upon Request