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## Fresh Kinetics

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### EDUCATION

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Bachelor of Science in Kinesiology  
The University of Texas at El Paso (UTEP)

Anticipated: 05/20XX

#### Honors & Awards:

UTEP Presidential Scholarship Recipient, 06/20XX

Anywhere High School, El Paso, TX

Graduated: 06/20XX

GPA: 98.5/100

#### Honors:

Top 5% of 20XX Class

### Licenses / Certification

CPR/AED Certificate

Expires: 05/20XX

### EXPERIENCE

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#### Team Sports Sales Associate

01/20XX – Present

Academy Sports and Outdoors

El Paso, TX

- Provide camping and outdoor equipment suggestions to an average of 20 customers daily
- Handle up to \$1,000 daily operating the cash register for sales and returns
- Assist customer's questions in English and Spanish

#### Crew Member

06/20XX – 04/20XX

Baskin-Robbins

El Paso, TX

- Assisted customers by serving and recommending a variety of ice cream flavors
- Managed drive-thru and walk-in traffic flow with a team of three coworkers
- Followed safe food handling requirements in preparing order requests

### ACTIVITIES

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#### Student Athletic Trainer, Anywhere High School

20XX – 20XX

- Assisted head trainer with football team by completing tasks such as taping, administering ice compression, and stretching for athletes
- Attended weekly meetings to learn new methods of athletic training rehabilitation methods

#### Student Council Member, Anywhere High School

20XX – 20XX

- Coordinating blood drives, local community agencies events, and conferences to bring campus awareness to the Drugs, Alcohol, Safety and Health (DASH) committee
- Helped organize events such as fundraisers, pep rallies, elections, parades, and dances

### SKILLS

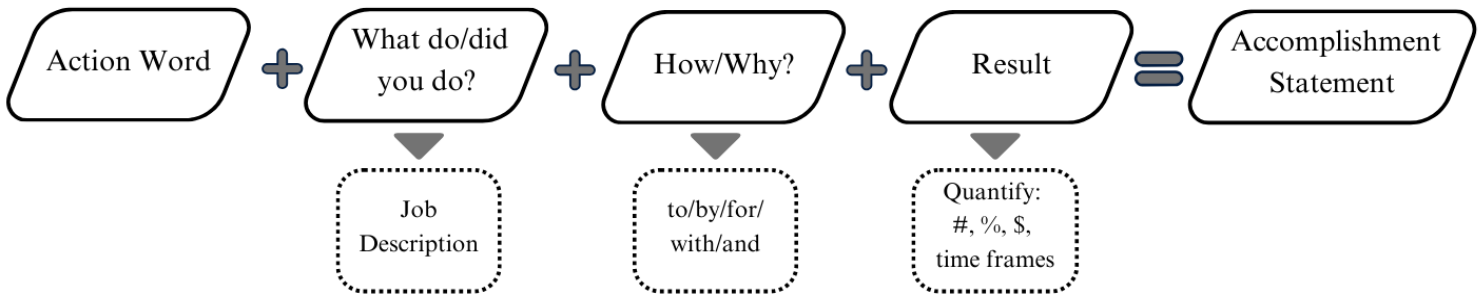
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- Advanced conversational Spanish and basic French
- Extensive use of Photoshop, MS Word, and MS PowerPoint
- Familiar with InDesign, MS Excel, Nearpod, Schoology, and Google Classroom
- Familiar managing social media accounts for department promotions

# Accomplishment Statements

**Accomplishment Statements** are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

*See examples of accomplishment statements in the “Experience Section” on page one.*



## Action Words

Verbs that strongly promote your skills and accomplishments.

### Communication (Oral/Written)

Address	Demonstrate	Express	Review
Author	Draft	Interpret	Speak
Share	Edit	Persuade	Write
Convey	Negotiate	Present	Respond
Network	Connect	Promote	

### Teamwork/Collaboration

Assist	Consolidate	Organize	Schedule
Brainstorm	Construct	Orient	Supervise
Calculate	Demonstrate	Plan	Support
Collaborate	Envision	Process	Unite

### Critical Thinking/Problem Solving

Analyze	Devise	Increase	Research
Assess	Diagnose	Integrate	Supervise
Compare	Evaluate	Measure	Synthesize
Determine	Execute	Organize	Verify

### Technology

Access	Design	Implement	Maintain
Analyze	Develop	Integrate	Manage
Calculate	Engineer	Install	Troubleshoot
Coordinate	Program	Launch	Organize
Deliver			

### Leadership

Administer	Encourage	Guide	Oversee
Assess	Establish	Manage	Recruit
Clarify	Facilitate	Mentor	Supervise
Create	Direct	Motivate	Train
Delegate			

### Professionalism/Work Ethic

Achieve	Deliver	Exceed	Produce
Act	Demonstrate	Handle	Reach
Adapt	Drive	Improve	Simplify
Evaluate	Establish	Implement	Work

### Career & Self Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue