



Taylor Student

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SUMMARY

Enthusiastic incoming college student excited to bring dedication, commitment and strong work ethic to a Grand Canyon University position.

SKILLS

- Outgoing personality
- Knowledge of Microsoft Word
- Fast learner
- Detail-oriented

EDUCATION

Grand Canyon University, Phoenix, AZ April 2020
Bachelor of Science in Business Administration

ABC High School, Phoenix, AZ May 2016
High School Diploma

- 3.75 GPA
- Honor Roll (2014-2016)

EXPERIENCE

Office Assistant, ABC High School, Phoenix, AZ October 2015 – May 2016

- Greeted more than 15 visitors during each shift in a polite and friendly manner
- Answered phone calls and directed to appropriate staff
- Helped create flyers and other promotional material
- Cleaned and organized the office to ensure a neat and orderly appearance

VOLUNTEER EXPERIENCE

Volunteer Tutor/Coach, Youth Organization, Phoenix, AZ January 2014 – Present

- Tutored K-12 students in mathematics, science and technology
- Assisted full-time staff with organization events

AFFILIATIONS/MEMBERSHIPS

Representative, Membership, High School Club, ABC High School September 2015 – May 2016

Grand Canyon University
Career Services Office
Phone: 602-639-6606
Email: careerservices@gcu.edu