

## Common Summer Jobs

The examples provided below intentionally follow a wide variety of formats. Some use abbreviations, some use bold text or italics. You can decide which format works best for you. Please remember to use consistent formatting throughout your resume.

### Examples:

**Barista and Team Lead**, Starbucks Coffee Co., Seattle, WA                      May-August 2022

- Managed customer inquiries, complaints, and suggestions in a courteous and professional manner while providing exceptional customer service to over 200 customers per day in a fast-paced coffee shop setting
- Exceeded store-set goals by increasing total daily sales by 20% through the use of strategic sales tactics and strong leadership skills.
- Trained a team of 5 new baristas on all cafe operations, including use of POS system to accurately take orders and process payments thereby ensuring high quality customer experience
- Memorized all 46 of Starbucks signature beverages in order to fulfill customer orders efficiently and to a high degree of quality

Veterans Memorial Swimming Pool, Walla Walla, WA    May - Aug. 2022

#### *Lifeguard and Swim Instructor*

- Proactively monitored pool and slide area to ensure safety of over 200 patrons and responded quickly and effectively to potential safety risks, resulting in zero serious injuries or drownings.
- Developed and maintained positive relationships with swimmers, families and a 10-person staff team through one-on-one conversations and team-building activities, enabling a trusting, collaborative and safe atmosphere and informative learning environment.
- Trained, supervised and evaluated 5 junior lifeguards, resulting in a highly competent and reliable lifeguard team.
- Developed and implemented curriculum to teach students of all ages fundamental swimming techniques, resulting in an increase of class enrollment by 25%.

**Camp Counselor**, Young Writers & Artists Camp, Spring Lake, WA                      June-Aug. 2022

- Facilitated a positive learning environment for over 40 students by modeling writing tasks, providing clear instructions and encouraging feedback, building confidence and enabling students to learn fundamental creative writing skills
- Managed conflict resolution between campers and successfully maintained a safe and positive environment for 40+ campers ages 11-13
- Developed and implemented over 20 weekly interactive activities and 10 creative lesson plans that used age-appropriate content and addressed different learning styles, resulting in improved engagement, enthusiasm and writing skills
- Oversaw the creation of an anthology of students' final work by editing, compiling, and printing their pieces which were then exhibited in an "end of summer camp" celebration attended by over 150 families and friends

### **Summer Camp Counselor (generic)**

- Developed and implemented creative and interactive activities for 20+ campers including team sports, hikes, arts and crafts, and swimming, resulting in improved engagement and enthusiasm
- Planned and coordinated daily and weekly camp schedules and activities via Excel and Google documents leading to smooth and on-time facilitation of activities
- Facilitated team-building activities for 7 other camp counselors which promoted collaboration and trust among staff and cultivated positive relationships
- Communicated important information effectively with campers, staff, and parents via email and in person to ensure positive, safe, and enjoyable experience for all

### **Tasting Room Associate, Padilla Wines, Walla Walla, WA**

May-August 2022

- Developed relationships with over 500 customers using customer service, sales and marketing skills, leading to increased loyalty and repeat sales, and over 50 wine club sign-ups.
- Presented technical enology and viticulture information in an approachable manner for visitors with a range of knowledge about wine, resulting in customers' improved understanding and appreciation of Padilla wines.
- Created a welcoming and attractive environment by ensuring cleanliness and organization of tasting room facilities and drinkware.
- Planned and implemented marketing strategies via outreach campaigns, online and print material to increase wine tasting room sales by 15% over four months.
- Promoted new products and tastings via social media, resulting in increased brand awareness and doubling Instagram account followers in three months.

### **Nanny, Private family, Walla Walla, WA**

May-August 2022

- Provided 40+ hours of exceptional care per week for three children, ages 4, 6, and 9, by ensuring their safety and well-being as well as independently planning and executing engaging activities.
- Fostered trusting relationships with all members of the family by demonstrating active listening, clear communication, consistency, and engagement.
- Managed children's schedules, including drop off and pick up from two different schools and multiple extracurricular activities, resulting in consistent on-time arrival and departure.
- Assisted with household chores including laundry, tidying, and light cleaning, to ensure cleanliness and organization of the home environment.
- Planned, shopped for, and prepared 12+ meals per week, accommodating multiple allergies, food restrictions and preferences.