| Kendra Smith | 123 Your Street  Your City, ST 12345  **(123) 456-7890**  **no\_reply@example.com** |
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| EXPERIENCEMission BBQ, Hampton VA — *Catering*September 2020 - present The Catering Crew of Mission BBQ caters for weddings and other large events. The Village Midwife, Hampton VA — *Volunteer*February 2021 - August 2021 The Village Midwife is a local small business owned and operated by Jeni rector. I was able to shadow her and learn about the early stages of pregnancy and birth firsthand. Mission BBQ, Clarksville TN — *GSR*May 2018- March 2019 Great Service Representatives (GSR) ensure that customers are well taken care of and enjoy their experience while interacting with Mission BBQ. Top Secret Speed, Clarksville TN — *Crewchief*June 2017 - August 2019 Crew chiefs diagnose critical mechanical problems during races and ensure the driver will have a clean pass down the drag strip with no mechanical complications. EDUCATIONOld Dominion University, Norfolk VA — *N/A*August 2021 - present Old Dominion University is a 4-year public university where I am currently attending. I am on track to graduate with my Bachelor’s in Biomedical Sciences with a concentration in Pre-health care. Middle College at Austin Peay State University, Clarksville TN — *High School Diploma* August 2018 - May 2020 Middle College is an exceptional school that only accepts the best-performing students in the surrounding area to leave their High School and attend college classes with minimal intervention from the school system. Students’ college credits double for their High school credits. Therefore, they graduate with their High School diploma as well as an Associate’s degree. | SKILLS  * Leadership skills and experience. * Problem-solving * Communication and people skills * Empathy * Organization  AWARDS **The Employee of The Month** May 2018Top Secret Speed awarded me The Employee of The Month  **A&B Honor Roll** 2015-2020  **BETA Club** 2007 LANGUAGES English  Spanish |