

James Thompson

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[LinkedIn](#) | [Portfolio](#)

Ambitious high school student eager to apply teamwork skills in a part-time job or internship. Passionate about customer service, retail, and office administration.

Professional Experience

Cashier & Customer Service Representative

ABC Grocery | June 2022 - Present

- Assist over 200 customers weekly, ensuring efficient transactions and high-quality service
- Manage cash and card transactions, processing over \$1,500 in daily sales

Yearbook Committee Member

Lincoln High School | September 2021 - June 2023

- Designed over 10 yearbook pages, ensuring a visually appealing final product
- Collaborated with a team of 15 students to organize photos, captions, and layouts

Key Skills

- Customer service
- Microsoft Excel
- Google Suite
- Leadership and teamwork
- Time management
- Social media content creation

Education

Candidate: Diploma

San Diego High School | June 2025

- GPA: 3.7/4.0
- Member of the Honor Society, Captain of the Soccer Team