

Emily Carter

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LinkedIn | Portfolio



High school graduate eager to contribute in a customer service, administrative, or retail position. Strong ability to learn quickly and collaborate in team settings.

Professional Experience

January 2022
- Present

Volunteer

Animal Shelter Assistant, Austin Animal Rescue

- Help closely monitor and care for over 50 animals
- Planned fundraising events that generated \$5,000 in donations

September
2021 - June
2022

Library Assistant (Student Volunteer)

Lincoln High School Library

- Organized and shelved over 1,000 books, ensuring a tidy and accessible library
- Assisted students and teachers with research and locating materials

Key Skills

- Time management and organization
- Microsoft Office (Word, Excel, PowerPoint)
- Customer service
- Social media management
- Team collaboration

Education

June 2023

Diploma

Lincoln High School at Austin, TX

- GPA: 3.9/4.0
- President of the Student Council, Member of the Debate Team