

Maynard Duck

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EDUCATION

University of Wisconsin – Madison

May 20XX

Bachelor of Science

Major: Anthropology

- GPA: XX/4.00, Dean's List (Fall 20XX)
- Relevant Coursework: Principles of Microeconomics, Informational Divides and Differences in a Multicultural Society

WORK EXPERIENCE

Costco Wholesale

September 20XX - August 20XX

Cashier

Appleton, WI

- Processed customer purchases (400+ customers in a standard 7 hour shift) and provided effective customer service in a high volume, fast paced environment
- Promoted to cashier from cashier assistant in only 8 months due to attendance and customer service skills
- Operated the POS system to complete transactions
- Collaborated with cashiers, supervisors, and administrative staff to maintain smooth checkout operations, reduce wait times, and ensure a positive experience for customers during peak business hours

CAMPUS INVOLVEMENT

Badger Consulting at UW-Madison

September 20XX - Present

Member

Madison, WI

- Attend member meetings to learn from business professionals and network with aspiring business students
- Collaborate with staff in the Wisconsin Small Business Development Center to actively seek feedback, engage in mentorship sessions, and apply professional guidance to develop client-focused consulting solutions

DECA

September 20XX - May 20XX

Member

Appleton, WI

- Learned the proper methods of marketing and selling products by engaging in interactive workshops and completing training modules
- Competed in marketing competitions with other members and employer representatives
- Completed over 200 service hours through monthly volunteering activities

VOLUNTEER EXPERIENCE

Children's Corner

September 20XX - August 20XX

Volunteer

Appleton, WI

- Followed instructions and adhered to company policies
- Worked independently under minimal supervision to complete assigned tasks efficiently
- Strived to make children feel welcomed, safe, and motivated by using clear, positive communication, active listening, and empathetic encouragement to foster relationship building and patient engagement
- Demonstrated leadership by proactively guiding patients during group tasks and taking initiative to troubleshoot problems without direct supervision

SKILLS

Languages: English (Fluent), Spanish (Beginner)

Technical: Microsoft Office (Word, PowerPoint, Outlook, Excel), Social Media (Facebook, Instagram, Twitter, etc.)