

# ENTRY-LEVEL RETAIL RESUME

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## Objective

To secure an entry-level position in retail where I can utilize my strong customer service skills and technical knowledge to enhance the customer experience and contribute positively to the team.

## Professional Experience

### Volunteer Technology Assistant

*June 20XX–August 20XX*

OXFORD COMMUNITY CENTER, Oxford, OH

- Set up and repaired technology devices for community members
- Managed service queues, ensuring community members received timely updates on service status
- Engaged with diverse clients to understand technology issues
- Documented detailed notes and estimated completion times
- Collaborated closely with team members to maintain workflow and enhance service delivery

## Education

**Associate Degree in Business Administration (concentration: finance),  
GPA: 3.7/4.0**

*Expected graduation: May 20XX*

Miami University, Oxford, OH

## Additional Skills

- Customer service
- Team collaboration
- Technology troubleshooting
- Multitasking
- Flexibility in scheduling
- Priority management
- Effective communication
- Line monitoring
- Consumer electronics knowledge
- Detail orientation

## Additional Information

- Available to work nights, weekends, and holidays as required
- Passionate about delivering exceptional service in a fast-paced environment