

Jaxon Bruce

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EDUCATION

University of North Carolina at Charlotte

Charlotte, NC

Bachelor of Science in Psychology

May 20XX

- GPA: 3.1

WORK EXPERIENCE

Target

Wilmington, NC

Customer Service

- Increased sales by analyzing customer preferences and recommending merchandise
- Managed cash transactions, processed sales returns and restocked inventory
- Provided excellent customer service assisting customers in merchandise section
- Assisted in orientation for new associates and assisted in other departments as needed

Independent babysitter

Wilmington, NC

Babysitter

May 20XX – August 20XX

- Ensured the safety for 2 children, ages 3 and 5, 3 days a week after school
- Assisted in preparing meals, cleaning, and preparing for bedtime
- Created engaging activities for the children to play to assist in their cognitive and social development

LEADERSHIP & INVOLVEMENT

Tennis Club

Wilmington, NC

Team Captain

Fall 20XX – Spring 20XX

- Served as the Team Captain for the High School Tennis Club for 2 years
- Effectively communicated with athletes, coaches and game officials
- Promoted excellent teamwork and can-do attitude by promoting community amongst teammates
- Planned and organized team monthly gatherings outside of practice to assist in team development and trust

Atrium Health

Charlotte, NC

Volunteer

December 20XX – August 20XX

- Escorted patients, families and visitors to their desired locations, answering questions along the way
- Assisted patients in eating, getting dressed and other basic tasks
- Communicated patients' needs to nurses to ensure patient needs were met in a timely manner
- Volunteered at the main entrance, pediatric wing and men's ward