

Katie Costa
439 Robinson Avenue
City, State ZIP
Phone
Email

Skills and abilities

Summary

- Creative, hardworking, and reliable worker
- Strong oral communicator, very organized, and quick learner

Computer skills

- Proficient in using Microsoft Office programs such as Word, Outlook, and Excel
- Experience using both Microsoft- and Mac-based computer platforms

Leadership skills

- Elected as Grade 9 representative for Carlington Heights Students' Council
- Planned and organized school dances, band fundraiser, and Relay for Life
- Selected to participate in city-wide leadership program

Marketing and promotion skills

- Started my own babysitting business in 2010; created flyers and promotional material, which attracted 42 new clients from local community centre and grocery stores
- Designed posters and banner for Carlington Heights semi-formal dance
- Contacted local businesses to purchase advertising space in Carlington Heights yearbook, and won award for highest sales for the year

Experience

Babysitter2010–2011

Katie and Jamie's Babysitting Service, City, State

Pet sitter2007–2009

Katie Johnston Animal Spa, City, State

Volunteer experience

- Students' Council
- Yearbook Committee
- Grade 9 Concert Band
- Relay for Life organizing committee

Education

Carlington Heights Secondary School 2011–present
City, State