MAYA CHEN

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*(415) 555-6742*

**High school student seeking irst job opportunity with a strong foundation in responsibility, initiative, and teamwork. Known for following through on commitments, contributing to group projects, and managing tasks independently in academic and volunteer settings. Enthusiastic to build professional experience in a customer-facing role.**

# Professional Experience

April 2023 - Present **Event Volunteer** *Mission Community Market, San Francisco, CA*

 Greet attendees and answer questions during weekly neighborhood events with 100+ participants  Set up booths, distribute flyers, and stock promotional tables for vendors and local organizations  Support cleanup and end-of-day breakdown tasks to keep the event space organized

September 2022 - March 2023

**Classroom Assistant Volunteer** *Monroe Elementary School, San Francisco, CA*

 Helped supervise small reading groups and assisted students with math and spelling activities

 Organized classroom materials, distributed supplies, and tidied up workspaces at the end of each day  Reported student progress and behavior observations to supervising teacher

# Key Skills

Customer service Dependability Google Docs Listening Multitasking Public interaction Reliability

Task management Team collaboration Time management

# Education

May 2025 **High School Diploma** Balboa High School, San Francisco, CA

Expected May 2025