

MAYA CHEN

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(415) 555-6742

High school student seeking first 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

<div></div>	Customer service
<div></div>	Dependability
<div></div>	Google Docs
<div></div>	Listening
<div></div>	Multitasking
<div></div>	Public interaction
<div></div>	Reliability
<div></div>	Task management
<div></div>	Team collaboration
<div></div>	Time management

Education

May 2025

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