

Rachel Bean

A responsible high school student looking to further her professional experience

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EDUCATION

Chicago Public School, Chicago — High School Diploma

September 2015 - Anticipated Graduation: June 2019

- 3.2 unweighted GPA
- AP courses in English, Biology, and History

ACTIVITIES

Creative Writing Club — Member/President

September 2015 - Present

- Lead weekly meetings
- Maintain reading list
- Keep time for each reading, fairly distributing time between every reader for the meeting
- Plan club events, at least one per semester

The Literary Magazine — Reader

October 2016 - Present

- Review all submissions for the printing of the magazine in a timely fashion
- Collaborate with fellow readers to rate and agree upon submissions

WORK EXPERIENCE

Hair Salon — Stylists' Assistant

July 2017 - Present

- Cheerfully greet customers and bring them to their stylist's chair
- Provide coffee or water to guests
- Prep guest for hair cuts, wash, condition, head massage
- Sweep hair, wash floors, clean entire salon each night
- Answer phones courteously and assist customers with scheduling appointments
- Close salon

SKILLS

Typing Course: 72 WPM/97% accuracy

Communication

Creative writing

Customer service

Leadership and planning

ADDITIONAL

Babysitting: the Addler family has three kids, one on the autism spectrum. The youngest is three months old.

Sunday School: I teach bible stories to two and three year olds at church.

HOBBIES

Writing

Softball