

# CHESA KHIN

(555) 123-4568 | ckhin@bmail.com | Bowling Green, KY

## OBJECTIVE

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Self-motivated, business-minded, bilingual individual pursuing full time bank teller position. Seeking to build a long-term career in banking with opportunities for professional growth. Will be committed to the organization while serving clients in a professional manner.

## EDUCATION

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### General Studies Diploma

expected May 2021

Northwest High School – Bowling Green, KY

- Completed Business Management pathway

## ACTIVITIES

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- **Secretary**, Future Business Leaders of America 2019-2020
- **Member**, Future Business Leaders of America 2016-2020

## AWARDS

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- **Highest GPA**, Future Business Leaders of America 2016-2020

## EXPERIENCE

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### Babysitter

Summer 2018 & Summer 2019

Self-employed – Warren County, KY

- Planned and organized nutritional meals for each week
- Planned, organized and implemented all activities
- Ensured children were on time to events and appointments
- Assisted children with bathing and dressing
- Maintained safe and clean environment

## SKILLS

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- Attention to detail
- Collaboration
- Compassion
- Effective communication
- Empathy
- Interpersonal communication
- Leadership
- Microsoft Office Suite
- Organization
- Planning
- Priority management
- Time management