

ALICE JOHNSON

College Transfer Applicant

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☎ (123) 456-7890

📍 Alexandria, VA

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Education
Arts

Strayer University

📅 2023 - current

📍 Alexandria, VA

High School Diploma

Thomas Jefferson High School for Science and Technology

📅 2019 - 2023

📍 Alexandria, VA

SKILLS

- Microsoft Office
- PyCharm
- Canva
- Instagram
- Microsoft Teams
- Google Classroom

CAREER OBJECTIVE

Dedicated education enthusiast yearning to deepen my knowledge and practical application in education, seeking to transfer to The George Washington University to pursue a Bachelor of Arts Education. With a firm belief in the transformative power of education and a profound commitment to innovative teaching methods, I am eager to refine my skillset to be able to shape the future of educational excellence.

WORK EXPERIENCE

Dishwasher

The Cheesecake Factory

📅 2022 - 2023

📍 Alexandria, VA

- Managed inventory with Microsoft Office (Access), reducing discrepancies by 34 units and optimizing stock control
- Ensured compliance with applicable regulations, minimizing kitchen accidents by 13 within six months
- Streamlined communication with Microsoft Teams, **trimming order processing errors by 17%** and enhancing teamwork effectiveness
- Operated industrial dishwashing equipment, handling high volumes of dishes and utensils to support kitchen operations

PROJECTS

GreenVibes

Community Service Volunteer

📅 2021

- Developed captivating promotional materials using Canva, increasing engagement on social media platforms by 22%
- Demonstrated proficiency in PyCharm to develop and troubleshoot code, helping increase web traffic by 26%
- Launched impactful Instagram campaign events, **reaching over 1036 followers** and expanding the organization's online reach
- Executed Google Classroom resources for workshops, facilitating a 28% increase in attendance and participant satisfaction

NeighborCare

Volunteer Companion

📅 2020

- Implemented activities and programs to enhance elderly residents' well-being, contributing to a 14% decrease in reported isolation
- Assisted in preparation of fundraising events and donations, raising over \$8K in funds to support elderly resident
- Collaborated with fellow volunteers and staff to **execute 11 initiatives aimed at improving the overall experience for elderly residents**
- Helped 23 elderly residents with daily tasks, including meal preparation, household chores, and transportation