**Michelle Washington**  
18 Sunnyside Boulevard, Arlington, NY 16543  
mwashington@email.com • 111.123.1234

**Education**

Arlington High School, Arlington, NY  
CLASS OF 2020 (3.9 GPA)

**Experience**

**Pet Sitter** — Arlington, NY  
-- June 2018 to Present

Established and run successful pet sitting business including dog walking, feeding, and yard care. Responsible for obtaining clients, scheduling and attending visits, organizing visits, and maintaining client relationships.

**Soup Kitchen Volunteer**— Arlington, NY  
-- September 2018 to Present

Act as weekend/holiday volunteer manager at local soup kitchen, scheduling volunteer time slots, managing intake of donated food, and assisting with preparation and distribution of meals on Sundays and holidays including Thanksgiving, Christmas, and Easter.

**Child Care Provider** — Arlington, NY  
-- June 2016 to June 2018

Provided childcare for several families after school, on weekends, and during school vacations.

**Skills**

Customer service                                    
Hospitality                                    
Microsoft Office                                       
Google Drive

**Awards & Achievements**

National Honor  
Honor Roll  
President of high school Volunteer Club  
MVP, Arlington Varsity softball team