

## **Cameron Matterson**

Palatine, IL 60067

847.555.5555

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### **CUSTOMER SERVICE REPRESENTATIVE**

#### **EDUCATION**

Harper College, Palatine, IL  
Pursuing Associate in Arts Degree

August 20xx to Present

#### **SKILLS**

Microsoft Office: Word, Excel, PowerPoint  
Fluent in Spanish and English

#### **WORK EXPERIENCE**

IKEA, Schaumburg, IL

April 20xx to Present

##### **Sales Associate / Cashier**

- Provide visitors with a positive shopping experience by meeting or exceeding all customer service standards
- Ensure that returns and exchanges are completed accurately and in timely manner
- Complete procedures to maintain correct stock levels
- Follow all cashier balancing policies and procedures

#### **VOLUNTEER EXPERIENCE**

Bridge Youth and Family Services, Palatine, IL

April 20xx to December 20xx

##### **Youth Mentor**

- Provided role modeling and friendship to mentees who benefit from having an additional adult in their life
- Helped mentees develop better social, emotional and academic skills through planned activities, phone and email check-ins and group coaching sessions

#### **ACTIVITIES**

Harper College, Palatine, IL

- Student Government Association September 20xx to Present
- Business & Entrepreneurship Club February 20xx to Present