

# Anna Em

Brooklyn, NY | +1 (718) 912-7142 | emanna293@gmail.com

## Professional Summary

Friendly, reliable, and hardworking high school student seeking a part-time or summer position in a café or restaurant. Strong communication and teamwork skills with a positive attitude and a willingness to learn. Enjoys working in fast-paced environments and providing excellent customer service.

## Education

New Utrecht High School

Expected Graduation: June 2028

## Skills

- Customer service
- Strong communication and interpersonal skills
- Teamwork and collaboration
- Fast learner with a positive attitude
- Time management and organization
- Basic cash handling
- Bilingual: English and Russian

## Activities & Leadership

School Clubs & Activities – New Utrecht High School

- Assisted with organizing club meetings and events
- Worked collaboratively with students and staff
- Demonstrated responsibility, reliability, and leadership skills
- Helped support classroom and school activities

## Volunteer Experience

CPC ACE Volunteer | 2025–2026

- Assisted with serving food and helping community members during pantry distributions
- Maintained clean, organized, and safe work areas
- Worked as part of a team to complete daily tasks efficiently
- Provided friendly assistance to visitors and volunteers

## Availability

- Flexible summer availability
- Available weekdays and weekends during the summer
- Available Wednesday after 3:00 PM during the school year
- Open to morning, afternoon, and evening shifts

## Additional Information

- Reliable and punctual
- Comfortable working in busy, fast-paced environments
- Interested in gaining experience in customer service and the food service industry