

AVERY CHEN

FRONT DESK ASSISTANT

Chicago, IL | avery.chen@example.com

PROFILE

High school graduate with community pantry volunteer experience welcoming visitors, guiding paper sign-in, and referring questions to a coordinator. Used Google Docs and Slides for a collaborative school presentation.

EXPERIENCE

Community Pantry Volunteer

Brookside Community Pantry

February–August 2026

- Welcomed visitors two Saturday mornings per month, asked them to complete a paper sign-in sheet, and explained where to wait.
- Referred eligibility questions to the volunteer coordinator.
- Restocked packing tables and prepared grocery bags following coordinator instructions.

Local History Presentation

Brookside High School

April 2026

- Maintained a shared Google Docs outline and Google Slides presentation for a local-history school project with three classmates.
- Presented one section of the group's local-history presentation.

CORE SKILLS

Visitor Greeting • Paper Sign-In Support • Question Referral
Google Docs and Slides • Team Collaboration

EDUCATION

High School Diploma | Brookside High School | June 2026