**Giana Williams**

83 Prospect Road

Orlando, FL 32837

(407) 555-8975

gwilliams@gmail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

**Winter Park High School**, Winter Park, FL August 2015 – Present

* Graduating May 2019
* GPA 3.2
* Relevant Courses: Business Systems Technology, Marketing, Biology

**WORK EXPERIENCE**

**Waitress,** Pizza Paradiso**,** Orlando, FL   August 2016 – Present

* Provided excellent guest service
* Dealt with complaints
* Took orders and served guests in timely manner
* Handled cash

**INVOLVEMENT**

**Vice President,** Key Club, Winter Park High School         August 2017 – Present

* Initiated annual Holiday Food Drive
* Organized Spring Bake Sale fundraiser, raising $1000 for local Kiwanis Club

**SKILLS**

**Computer**

SAS/STAT; Javascript; Microsoft Word, Excel, and PowerPoint

**Languages**

Spanish (Fluent), French (Conversational)