

Jane Doe

Toledo, OH 43606

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EDUCATION

University of Toledo College of Law, Toledo, OH

Juris Doctor Candidate, anticipated May 2028

GPA: Available January 2026

Class Rank: Available May 2026

Activities: Black Law Students Association, *member*
Women's Law Student Association, *member*

University of Toledo, Toledo, OH

Bachelor of Arts in History, May 2025, *cum laude*

GPA: 3.89

Honors: Dean's List

Activities: Intramural basketball

EXPERIENCE

The Home Depot, Toledo, OH

Sales Associate / Department Supervisor

September 2022 – August 2025

- Delivered exceptional customer service in a high-volume retail environment, supporting customers with product knowledge and project planning.
- Managed inventory and logistics in the lumber and building materials department, ensuring accurate stock and timely replenishment.
- Trained and supervised new employees, reinforcing company policies and safety procedures.
- Resolved customer disputes with professionalism and attention to detail.

VOLUNTEER

Habitat for Humanity – Volunteer Builder

INTERESTS

Woodworking and intramural basketball