

# Max Seekford

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Allison Park, PA

(412) 491-5178

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## Objective

Motivated and responsible high school student seeking part-time or summer employment to build professional skills, contribute to a team, and gain hands-on experience in a fast-paced environment.

## Education

Hampton High School, Allison Park, PA

Expected Graduation: 2028

GPA: 3.9

Honors and AP coursework in Math, Science, English, and Social Studies

## Experience

Lot Attendant – Foreign Traffic Import Sales & Service

Allison Park, PA | March 2024 – September 2024

- Performed oil changes and basic vehicle maintenance
- Assisted technicians by safely moving vehicles around the lot
- Maintained cleanliness and organization of the shop and parking area
- Provided customer service support and answered basic client inquiries
- Helped with office tasks including filing, answering phones, and logging service appointments

## Skills

- Strong attention to detail and organizational skills
- Excellent communication and customer service abilities
- Knowledge of basic automotive services and shop procedures
- General computer skills and ability to learn new software quickly
- Ability to work independently and as part of a team
- Quick learner with strong work ethic and professionalism

## Extracurricular Activities

- Yearbook Club, Stock Club, Ski Club, Lacrosse Team

## References

Jay Robinson – 412-478-0134

Lisa Karlick – 412-513-9571