

Name
address
address
Home: ### Cell: ###
E-mail:

EDUCATION

University of Something, somewhere, MD Graduation: December 2015
Bachelor of Science, Anthropology– 3.134 GPA and 3.33 Major GPA
Academic Excellence Award

Some High School, Somewhere, MD August 2008 – June 2012
High School Diploma – 3.375 GPA
Advanced Placement Courses – Biology, Government, United States History, World History,
Language & Compositions, Calculus, Human Geography, Art History, and Literature

WORK EXPERIENCE

Company, Place June 2015 – December 2015

Small Local Business Office Intern

- Performed basic project management
- Prepared post-project debrief and presented recommendations for improvement to Strategic Management Office
- Assisted with the preparation of the Legislative Report
- Assisted in organizing outreach events designed to facilitate suppliers bidding on WSSC contracts
- Collected, validated, and organized data for use in the Disparity Study
- Prepared interoffice memorandums and correspondence to vendors
- Updated and edited PowerPoint presentations
- Reviewed and edited documents drafted by other interns
- Graphic design
- Maintained confidentiality of sensitive customer and company information

Company, Place January 2012 – August 2015

Sales floor Team member/Team trainer

- Assured customer satisfaction by quickly addressing guest concerns
- Trained new sales floor team members and identified their strengths
- Maintained the store's appearance ensuring that it was aesthetically pleasing to customers
- Managed the store's domestics department of the store during summers and spring breaks
- Earned distinction as store's top performer in 2013

Company, Place Summer 2010

Assistant Counselor & Custodial Aide

- Supervised and taught children between the ages of five and fourteen
- Diffused confrontations between children
- Thoroughly cleaned classrooms and maintained the facility grounds
- Regularly communicated with parents

TECHNICAL SKILLS

- Microsoft Outlook, Microsoft Office (Word, PowerPoint, Excel)

ACHIEVEMENTS & EXTRACURRICULAR ACTIVITIES

- Some High School SUMMIT scholar

- Advanced Placement Scholar with Distinction (earned 26 college credits while in high school)
- 4-year member of Some High Soccer Team (received Varsity letter as a sophomore)
- Maryland Minds in Motion Award (athlete on honor roll)
- Member of Some High School Gentlemen's Club (a service organization), Class of 2012 Graduation Committee, Philosophy Club, 2011-2012 Senior Student Government Association and the Some High School Anti-Destruction Alliance

VOLUNTEER EXPERIENCE

Assistant Counselor & Custodial Aide – Some place, somewhere Summer 2009

- Supervised children 5 to 8 years of age, helped teach lessons and cleaned classrooms daily

Junior Custodial Lifeguard – some place somewhere

Summer 2008

- Scrubbed pools, sanitized pool filters and cleaned floors daily
- Conducted swim test and supervised children's pool