

Student Name

Home: Town, NJ Campus: 2 Convent Rd., Morristown, NJ 999-999-9999 email@cse.edu

OBJECTIVE To obtain an on-campus position in order to provide excellent service while earning funds which will assist with the expenses for college.

EDUCATION BA Allied Health Anticipated YR - College of Saint Elizabeth, Morristown, NJ
High School Diploma, Fun High School, Irvington, NJ M/YR

HONORS & SCHOLARSHIPS Elizabethan Scholarship (Academic Excellence) - Current
Honor Roll, YRs
Scholar Athlete of the Year, YR

ADVANCED HIGH SCHOOL COURSES - AP Biology, AP Mathematics, AP English

OFFICE RELATED COURSES - Introduction to Microsoft Office, Keyboarding, Creative Technology for Marketing.

LANGUAGE & TECHNOLOGY SKILLS

Bilingual: English/Spanish. Read, write, speak and interpret in both languages.

Microsoft Word and PowerPoint. Familiar with Excel and Quark.

Able to utilize social media in order to promote organizations and increase membership.

HIGH SCHOOL LEADERSHIP & ENGAGEMENT

Future Teachers of America, Fun High School, Irvington, NJ M/YR-M/YR
President 2013/2014, Secretary 2011/2012

Worked closely with advisor and other teachers to develop hands-on experiences for students interested in teaching as a profession. Assisted in forming a partnership with local day-care in order to allow students to volunteer on a weekly basis.

- **Noted for strong marketing abilities which resulted in an increase of ten members in the club.**

Basketball Team, Fun High School YRs

Awarded Scholar/Athlete of the Year, YR. Noted by coach for exceptional abilities to bring a positive, motivated spirit to every practice and game, despite playing under sometimes difficult circumstances.

RELATED EXPERIENCE

XYZ Church, Irvington, NJ M/YR-M/YR

Office Assistant

Provided support to the church secretary in managing a busy church office. Duties included creating and preparing memos and letters, filing, assisting with inventory of supplies, ordering, and answering phones/directing calls. Received commendations from secretary and Pastor for:

- Strong work ethic, always arriving on-time and willing to stay late.
- Ability to maintain confidentiality
- Pleasant attitude in the office at all times, and professionalism when speaking with people.

WORK HISTORY

Great Restaurant, Town, NJ M/YR-M/YR

Waitress

Served customers quickly and efficiently. Noted by customers and owner for excellent work ethic and strong customer service skills.