

Jane Doe

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EDUCATION John Smith High School 2018 - Current

Awards/Honors/

Honorable Mentions High School Honor Roll 2021 - Current
National Merit Scholarship 2018 - Current
Presidential Volunteer Service Award - *Silver* 2022

Extracurriculars

Student Council 2018 - Current

Treasurer (2021) & President (2022)

- Inform student body of current events and issues in and outside the community
- Organize community service projects and fundraising events for donating to humanitarian and environmental charities
- Responsible for managing club funds

Key Club 2019 - Current

Member (2019-2021) & President (2022)

- Actively participate in acts of service in communities such as park clean-up, clothing and food drives
- Lead and participate in meetings and organized projects

Internship/Volunteer Experience

Soup Kitchen June 2020 - Current

Volunteer

- Assist with food preparation and distribution of meals to patrons
- Follow all safety and sanitation policies when handling food and beverage to uphold proper health standards

Red Cross January 2019 - Current

Volunteer (2019-2020) & Lead Volunteer (2022)

- Schedule volunteer work assignments
- Assist with blood drive program development in coordination with supervisors
- Participate in community outreach and public relations initiatives

Work Experience

Private Tutor

December 2020 - Current

Self-employed

- Tutor students in grades 1 - 8 in subjects ranging from math to social studies
- Dissect problems to present them in a more approachable manner
- Create individualized academic plans

Starbucks

January 2020 - December 2021

Barista

- Collaborated with a team of 12+ to raise customer service scores
- Used interpersonal skills and efficiency to provide fast and friendly services
- Served 150+ customers per day