

# YOUR NAME

MC Box XXXX, Middlebury, VT 05753  
(802) 443-5100 email@middlebury.edu

## EDUCATION

### Middlebury College

*Candidate for Bachelor of Arts*, (undeclared)

**GPA:** 3.64; College Scholar (highest academic honor) one semester

**Language Skills:** Intermediate proficiency in oral/written Spanish

**Computer Skills:** Excel, PowerPoint, iMovie

**Activities:** Intramural Volleyball, Spencer Oratory Prize Contest participant

Middlebury, VT

February 2023

### William Jones College Preparatory High School

**GPA:** 3.98; Top 10% of graduating class

**Activities:** Student Council; Environmental Club; Debate Team

**Athletics:** Captain, Women's Varsity Volleyball Team

Chicago, IL

May 2019

## EXPERIENCE

### Middlebury College Oratory Now

*Oratory Coach*

- Assist college faculty, staff, students and non-affiliated clients with oratory-skills training

- Provide tailored preparation, tools, and guidance for successful oratory delivery and performance

Middlebury, VT

February 2019-Present

### Middlebury College Center for Careers and Internships

*Front Desk Staff*

- Publish job and internship marketing e-mails to students as resource for career opportunities

- Create and manage blog post stories about student internship experiences

- Manage front-office responsibilities: greet students and guests; field phone calls; schedule student appointments

Middlebury, VT

September 2019-Present

### YWCA of Chicago

*Lifeguard/ Swim Instructor*

- Passed in-water and written exam and a CPR/AED course to obtain lifeguard certification

- Enforced rules, maintained safe environment, and administered first aid and other services to swimmers

- Provided swimming instruction to children, ages 4-10

- Created swim lesson plans and worked with other instructors to standardize curriculum

Chicago, IL

Summer 2018

### The Daily Grind

*Server*

- Provided excellent customer service in a fast-paced environment; managed cash register

- Created and produced 30 different specialty coffee drinks

- Served as manager on duty one night a week; trained new employees; ordered inventory

Chicago, IL

August 2016- May 2018

### Social Justice Club, William Jones College Preparatory High School

*Founder and Co-President*

- Organized weekly club meetings; led discussion on topics ranging from homelessness to sexual assault

- Organized school-wide events to spread awareness and inspire action

Chicago, IL

September 2016-June 2018

### The Torch, William Jones College Preparatory High School

*Writer and Sports Editor*

- Wrote articles covering school athletic teams and sports-related issues

- Designed pages using Adobe InDesign

Chicago, IL

September 2015-June 2017