

# YOUR NAME

14 Old Chapel Road, Box XXXX, Middlebury, VT 05753 | XXX-XXX-XXXX | email@middlebury.edu

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## EDUCATION

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### Middlebury College

*Candidate for Bachelor of Arts, Major in Psychology (Undeclared)*

**Middlebury, VT**

*Expected May 2025*

**Relevant Coursework:** Calculus I, Beginner Spanish, Introduction to Computing, Education in the U.S.

**Activities:** Black Student Union, Intramural Volleyball, Middlebury Women on Wall Street (MidWOW)

### William Jones College Preparatory High School

**GPA:** 3.98/4.00; Top 10% of Graduating Class

**Chicago, IL**

*May 2021*

**Activities:** Student Council President, Environmental Club, Debate Team

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

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## EXPERIENCE

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### Middlebury College Center for Careers and Internships

*Front Desk Staff*

**Middlebury, VT**

*September 2021 — Present*

- Create and manage blog posts about student internship experiences for an audience of 2000+ students
- Apply organizational and communication skills to manage front-office operations, including greeting visitors, answering daily phone calls, and scheduling student appointments
- Publish daily job and internship information to promote resources and increase student awareness of various career opportunities

### YWCA of Chicago

*Lifeguard/Swim Instructor*

**Chicago, IL**

*June 2021 — August 2021*

- Obtained lifeguard certification and utilized technical skills to provide swimming instruction to over 100 young children
- Enforced rules and administered first aid for swimmers, in order to maintain a safe and healthy environment
- Collaborated with ten instructors to construct enhanced swim lesson plans and standardize the organization's general curriculum

### The Daily Grind

*Manager*

**Chicago, IL**

*June 2018 — August 2021*

- Operated as a manager to consistently provide excellent customer service in a fast-paced work environment
- Trained over 10 new employees and spearheaded weekly inventory orders to achieve organizational goals
- Created and produced 30 different specialty products to enhance customer engagement levels

### Social Justice Club

*Founder and Co-President*

**Chicago, IL**

*September 2018 — June 2021*

- Facilitated weekly meetings to discuss important topics ranging from homelessness to sexual assault; created a safe space for over 70 students to learn and interact with social justice themes on a deeper level
- Supported 11 executive board members with their daily tasks to advance general club success
- Organized several school-wide events to spread awareness and inspire action in the larger school community

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## ADDITIONAL

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

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

**Interests:** Painting, Photography, Rugby, and Traveling