

YOUR NAME

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

EDUCATION

Middlebury College Middlebury, VT
Candidate for Bachelor of Arts, Major in Psychology (Undeclared) May 2026

- **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 Chicago, IL
May 2022

- **GPA:** 3.98/4.00; Top 10% of Graduating Class
- **Activities:** Student Council President, Environmental Club, Debate Team
- **Athletics:** Captain, Women's Varsity Volleyball Team

EXPERIENCE

Middlebury College Center for Careers and Internships Middlebury, VT
Front Desk Staff September 2022-Present

- Create and manage blog posts highlighting student internship experiences for an audience of 2000+ students
- Apply organizational and communication skills to manage front-office operations, greet visitors, answer phone calls, and schedule student appointments
- Publish daily job and internship information to increase student awareness and promote resources

YWCA of Chicago Chicago, IL
Lifeguard/Swim Instructor June-August 2022

- Obtained lifeguard certification and utilized skills to provide swimming instruction to over 100 children
- Enforced rules and administered first aid as required and maintained safe and healthy environment
- Collaborated with 10 instructors to enhance swim lesson plans and standardize general curriculum

The Daily Grind Chicago, IL
Manager June 2019-August 2022

- 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
- Consistently provided excellent customer service in a fast-paced work environment

Social Justice Club Chicago, IL
Founder and Co-President September 2019-June 2022

- 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

ADDITIONAL

Language Skills: Intermediate proficiency in oral/written Spanish
Computer Skills: Excel, PowerPoint, iMovie
Interests: Painting, Photography, Rugby, and Traveling