

Name

Phone * City, State

Email

Education

Bachelor Degree, Liberal Arts, Undeclared, Anticipated Month Year

Keene State College, Keene, NH

High School Diploma, Month Year

Springfield High School, Springfield, VT

Coursework

The World, the Text, and the Reader, Global Environmental Change, Economics, Writing for the Media

Experience

Front Desk Assistant, Month Year-Present

Student Academic Support Services, KSC, Keene, NH

- Perform front desk duties such as scheduling appointments, answering the telephone, responding to emails, photocopying and filing
- Answer inquiries and provide accurate information in a professional manner
- Review and approve employer registrations and job submissions for electronic job board
- Assist professional staff in completing special projects and assignments
- Use various programs and databases including Excel, Colleague, and Handshake

Core Leadership Member, Month Year – Month Year

Above the Influence, SHS, Springfield, VT

- Planned and hosted substance-free events for high school-age students
- Managed and advertised group fundraising campaigns
- Educated classes of all ages on substance abuse hazards using positive thinking methods
- Performed many hours of community service and local networking

Teambuilding Facilitator, Summers Year-Year

Ant & Grasshopper, Somerville, MA

- Entertained corporate or private groups with team building programs
- Led games and activities to facilitate the client's agenda
- Multitasked and used excellent organizational skills to achieved maximum experiences

Awards

SHS senior award for achievement in Environmental Science, Month Year

SHS underclassman awards in Latin and Graphic Design, Month Year

Achievements

Completed seven years of vocal training, Month Year – Month Year

Completed multiple years of classes in French, Spanish, and Latin, Month Year – Month Year