

Suzy B. Student
500 Your Street, Your Town, NJ 07675
Phone: (123) 456-7890 Email: Youremail@gmail.com

Education

Your High School, Your Town, NJ

Class of 2012

GPA: 3.85; 7 AP classes

Academic Honors & Awards:

- Principal's Award for Scholarship, Leadership, & Athletics 2011
- Medal for Excellence in English 2010
- Honor Roll all four years

Activities

High School Chemistry Olympics Team

- Co-President, 2010-12; competed at New Jersey Institute of Technology against schools around the state and earned fourth place in Environmental Research competition in 2010

High School Magazine

- Co-Editor, 2011-2012; selected and edited foreign language short stories, poems, and artwork for annual foreign language magazine

High School Environmental Club

- Liaison to lower, middle, and upper school green teams; organized and planned all school events such as the Green Cup Challenge to reduce school energy consumption

High School Freshman Mentor

- Advised freshman by aiding in retreat and partnering with advisory groups

High School Admissions Tour Guide

- Led prospective parents and students on campus tours and supported admissions events for admitted students

Community Service

My County Commission on the Status of Women, 2011-2012

- Junior Commissioner; work with 20 other competitively selected high school seniors to promote the expansion of women's rights and to develop related service projects in underserved communities through Department of Human Services

Boys and Girls Club of My Town, 2009-10

- Active Volunteer; tutored inner city children and helped with homework; led after school activities such as sports, computers, and games

YWCA Camp Na-Kee-Wa in Tall Mountain NY, 2009

- Volunteered as counselor-in-training; aided counselors in camp activities such as sports, arts and crafts, and aquatic events

Athletics

High School Girls Varsity Soccer

- Started as midfielder and forward all four years; received Most Improved Player award for 2010-11 season

High School Girls Basketball

- Started on the junior varsity level 2009-10 and the varsity level 2010-11; received Most Valuable Player Award on junior varsity team for 2009-10 season and Most Improved Player Award on varsity team for 2010-11 season

High School Track

- Participated in medium and long distance events all four years; medaled in 800, 1600, and 3200 meter events

Summer Employment

Cool Firm, 1000 Wall Street, New York, NY Summer 2012

- Summer Intern with global tax reclaim firm in downtown Manhattan.
- Front Desk Manager – answered phones, directed clients, investors and depository companies to appropriated company representatives in client services, ADR, operations, marketing, systems and HR. Received visitors, delivered mail, managed conference room schedule.
- Client Services team support – obtained 6166 forms for clients to certify results for tax purposes. Follow up calls with IRS to confirm 8802s to 6166. Checked status of applications to understand if additional documentation required. Uploaded Ecerts and tested site to confirm upload integrity.

Some Country Day Camp, Some Town, NY Summer 2011

- Counselor Aide: worked with kindergarten girls in sports, arts, and outdoor activities

Some Country Day Camp, Some Town, NY Summer 2010

- Program Aide: specialized in and led programs in jewelry and arts & crafts

Skills/Interests/Hobbies

Computers: Advanced knowledge of Microsoft Word, Publisher, Power Point, and Excel

Language: Advanced knowledge of Spanish; 2nd year French

Travel: Traveled to France in 2008, Italy in 2009 and the Dominican Republic in 2010

Child Care: Cared for neighborhood children in their homes

Snowboarding: Active snowboarder on recreational level

Piano: Eleven years of instruction; participate in annual recitals and play contemporary and classical music