**First Name Last Name**

Town, NY

(123) 456-7890

jmaverick@mercy.edu

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**Education**

**Mercy College**, Dobbs Ferry, NY

*Bachelor of Arts in Communication Studies*  Expected month year

**Valley Stream High School**, Valley Stream, NY

*High School Diploma* month year

**Experience**

**Valley Stream Children’s Center**, Valley Stream, NY

*Bookkeeper’s Assistant* start month year - Present

* Process payroll weekly for employees
* Audit billing process for clients
* Provide childcare for children ages 3-5 to keep them safe and active

**Activities**

**St. Mary’s Catholic Church**, Valley Stream, NY

*Sunday School Teacher* start month year - Present

* Teach children ages 5-6 lessons from the curriculum

**Relay for Life**, Valley Stream High School

*Participant* start month year – end month year

* Raised money, solicited volunteers and helped coordinate annual event at school

**Skills**

*Computer*: Microsoft Word, Excel, and PowerPoint

*Language*: Intermediate Spanish

SAMPLE FRESHMAN RESUME