**First Last**

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**EDUCATION:**

Binghamton University, State University of New York Expected Graduation: May 20XX

Bachelor of Science in Psychology | GPA: **3.75/4.00** | Dean’s List: Fall 20XX

Pulaski High School Graduation: June 20XX

Advanced Regents Diploma | GPA: **92.00**

**WORK EXPERIENCE:**

**Summer Recreation Program**  Central Square, NY

Recreation Counselor July – August 20XX

* Supervised 5-15 teenagers at a time to promote engagement with activities, enforce conduct when needed, and ensure safety
* Developed crafting program by incorporating a basket weaving activity, which required training 3 staff members, budgeting for all the supplies, and leading the activity for 15 teenagers

**JCPenney** Watertown, NY

Sales Associate September 20XX – Present

* Provide effective customer service in a fast-paced environment, resulting in promotion to lead trainer for all new hires transitioning into the same role
* Initiate engagement with customers to offer assistance and promote current sales in order to enhance customer satisfaction

**VOLUNTEER EXPERIENCE:**

**National Honor Society**  Pulaski, NY

Tutor/Member October 20XX – June 20XX

* Lead 9 tutoring sessions for 3 students to provide an individualized learning experience
* Served as host at the incoming inductees ceremony, greeting incoming audience members and providing pamphlets of the event

**Richland Park Clean-Up Project**  Richland, NY

Volunteer June 20XX

* Collaborated with 23 community members to perform various tasks in order to enhance the park’s accessibility, appearance, and functions
* Requested donations from neighborhood with 2 other volunteers, raising a total of $150.00

**AWARDS & HONORS:**

**Jordan Smith Scholarship** Binghamton, NY

Recipient Fall 20XX

* Awarded to incoming freshman who demonstrated academic excellence and solid citizenship

**National Honors Society**  Pulaski, NY

Member September 20XX – June 20XX

* Inducted based on excellence in the areas of scholarship, character, leadership, and service

**SKILLS:**

**Language:** Basic conversational French

**Computer:** Microsoft Offices (Word, Excel, PowerPoint), Facebook, Twitter, Google Docs, Fluent Touch Typer, Photoshop (Basic)