

**FIRST NAME LAST NAME**

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**Objective**

To build career-essential skills through a part-time summer job in an office environment utilizing strong teamwork and communication strategies.

**Education**

**University of Connecticut**, Storrs, CT May 20XX  
Ratcliffe Hicks School of Agriculture  
*Associate of Applied Science (A.S.)*, Plant Science  
Concentration: Ornamental Horticulture  
GPA: #.##/4.00

**Edwin O. Smith High School**, Storrs, CT June 20XX  
*High School Diploma*  
GPA: #.##/4.00  
Honors and Awards: Honor Roll (20XX-20XX), Big Y Scholarship for Academic Excellence

**Work Experience**

**Town Parks and Recreation**, Storrs, CT June 20XX – August 20XX  
*Camp Counselor*

- Corresponded with parents on behalf of director via in-person communication, telephone, and Outlook
- Demonstrated effective disciplinary techniques with small groups of campers using interpersonal skills
- Led a variety of programs and ensured the safety of 150 children participating in the camp

**Stop N Shop**, Mansfield, CT March 20XX – June 20XX  
*Cashier and Stockperson*

- Managed a cash register without overages or shortages demonstrating effective administration and problem-solving skills
- Stocked shelves and notified supervisor when inventory was low in order to maintain store appearance utilizing strong organizational skills

**Activities**

**National Honor Society**, Edwin O. Smith High School, Storrs, CT February 20XX – June 20XX  
*Member*

- Participated in seven fund-raising efforts and community service projects that generated \$1,240 in proceeds
- Served on decorations committee for the school's Honors Banquet that served 67 people

**Volunteer Experience**

**Teen Mentoring Program**, YMCA, Mansfield, CT August 20XX – June 20XX  
*Special Events Volunteer*

- Managed invitation process for special events using Facebook Events application
- Coordinated registration and check-in process for the program's 34 participants

**Skills and Interests**

*Computer:* Microsoft Word, PowerPoint  
*Interests:* Hiking, national park enthusiast, playing guitar