Name
Home Address
Personal Phone
Regular or professional e-mail

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|  | **Education**Currently attending Flagstaff Arts and Leadership academyWill graduate Spring 2016**Past Job experience**Part time secretary | For \_Insert name here\_Late August 2014– September 2014Job Description:-Adding bills and receipts from the previous year’s business expenses-Organizing several online templates to categorize bills from different companies, and the nature or receipts**Current Job Experience**Baby sitter September 2015- current**Academic achievements**-Student of the quarter 2012 for outstanding performance in French and investment to the creative writing as well as English class-Student of the quarter 2014 for investment and dedication to National Honors Society-Student of the quarter 2015 for investment in Advanced Placement U.S history and commitment to the Advanced Biology Club as well as Advanced Placement biology class.-Receiver of a $1,000 grant to provide access to the arts for local children who otherwise couldn’t afford it; 2015-Receiver of the Wellesley College Book award for investment in performance as well as outstanding character and dedication to extracurricular activities -Cumulative GPA of 3.9**Extra Curricular Actives** -Ballroom 2013-2015-Co-creator and current president of Advanced Science Club 2015-2016-National Honors Society Historian 2014-2015- photographer of all NHS events-National Honors Society President 2015-2016- coordinates meetings, talks to local partners, ensures clear communication and efficient work ethic -National Art Honors society public relations officer 2015-2016- promotes and photographs all NAHS events-Tutoring students in grade levels ranging from 7th to 12th grade in all subjects offered by the school-I play piano, accordion, and guitar as well as practice on a daily basis-Young Jammers music club 2015-2016 school year-Over 100 hours of community service over the last three years**Additional Skills**-Excellent written and verbal communication skills in English and Spanish-Can understand and converse in French-Bicultural (Latin American and Caucasian Italian)-Extensive experience in website designing-Experience with grant writing -Excellent social skills, confident, friendly and ability to learn quickly-Strong work ethic and sense of responsibility |