Name   
Home Address  
Personal Phone  
Regular or professional e-mail

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|  | **Education**  Currently attending Flagstaff Arts and Leadership academy  Will graduate Spring 2016  **Past Job experience**  Part time secretary | For \_Insert name here\_  Late August 2014– September 2014  Job 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 |