

# NAME

TITLE  
000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Academic Advisor - Company / Location

MONTH YEAR - Present

- **Job Description:** Maintained advisory relationships with over 250 students to develop plans for success through and beyond college continuously.
- **Results:** 40% of the graduating class obtained jobs before the end of the year, and 20% went on to get graduate degrees.
- **Additional Competencies:** Provided tutoring and mentorship and improved GPA scores by up to 20%.
- **Other:** Planned and executed events for the school, including a career exhibition twice a year and a monthly meet-up.

### LGBT Student Success Coach - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Worked at an LGBT advocacy center to tutor and mentor LGBT students in high school.
- **Results:** Met with over 1,000 students and helped boost average grades by 10%. We have improved school attendance by 13%.
- **Additional Competencies:** Planned and executed events for the center, including a monthly community outreach program with students.
- **Other:** Started a GoFundMe for low-income graduates and students living at the center and raised over \$20,000.

### Project Experience

- **Volunteer Advisor:** Volunteer with a local homeless shelter to help residents find jobs and opportunities.
- **Volunteer Tutor:** Volunteer tutor at a local middle school. I have worked with over 100 students to develop their math and writing skills.
- **LGBT Advocate:** Worked closely with LGBT students to help them develop their post-collegiate prospects. We worked with the school to create an advocacy program for allies.

## Education

### Masters in Counseling - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### Bachelor of Science in Education - Pepperdine College

MONTH YEAR

- GPA: 3.9
- AWARD
- AWARD

### High School Diploma - SCHOOL

MONTH YEAR

- GPA: 4.0
- Presidential award
- Qualified as a semi-finalist for the National Merit Scholarship

## Skills

### Expertise

- Motivated
- Problem-Solving and Creative
- Critical Thinker
- Honest and Communicative
- Methodical and Organized

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Certified Curriculum Designer
- Certified Secondary Teacher in Louisiana and Massachusetts
- Certified in Microsoft Office