

NAME

TITLE

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

Profile

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Experience

Founder of Creative Writing Club - Company / Location

MONTH YEAR - Present

- **Job Description:** Founded the creative writing club for students to share best practices and tips for publications. They expanded the organization to include chapters across the state.
- **Results:** Over 12,000 students have joined the CWC across the state. The CWC has helped publish the work of over 5,000 students.
- **Additional Competencies:** Managed club operations, planned events, and ran the organization for three years through high school.
- **Other:** Organized trips, promoted the organization, and helped other chapters set up and launch their endeavors.

Internship at Literary Magazine - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Assisted with office management tasks at a famed literary magazine, communicated with contributing writers and teams, and planned events.
- **Results:** Logged over 20k data entries, restructured the data management system, and assisted in over 20 publications.
- **Additional Competencies:** Planned and executed monthly exhibits and events.
- **Other:** Offered a full-time position as a result of my exemplary work. Contribute regularly to the magazine.

Project Experience

- **Volunteer Tutor:** Tutored over 200 inner-city kids in English and creative writing, improved average scores by 15%.
- **Robotics Club:** Founded and managed the Robotics Club at school with over 20 members and participated in monthly competitions.
- **Athletics:** Avid surfer and paddleboarder, three years on the varsity soccer and volleyball teams.

Education

DEPARTMENT - High school

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Organization and Leadership
- Motivation (Self and Others)
- Committed and Passionate
- Well-rounded
- Wide Range of Interests
- Hard Worker

Licenses & Accreditations

Licenses Licenses & Accreditations

- CPR/AED Certified
- Earned a 99% on the Carnegie Dale customer training as part of my part-time job.
- Certified PADI scuba diver