

NAME

TITLE

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

Profile

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Experience

Clerk - Playton Group

June 2022 – Current

- Advanced 15+ data books by digitizing the system, decreasing project completion time by 15%
- Ensured accurate entry and editing of data for customer records
- Developed an online request form system that enabled clients to schedule and follow up on appointments faster
- Entered data on 150+ documents and files
- Utilized DM software like Google Drive

English and History Tutor - Hartford High School

2020 – 2022

- Coached 4 students annually through their 7th History class presentation project
- Conducted 5 virtual and 3 in-home weekly tutoring sessions for 3rd to 5th-grade English
- Conducted 4 virtual tutoring sessions weekly for 6th-grade History
- Administered biweekly quizzes to check knowledge and comprehension for both history and English
- Curated quick-reading flashcards for both English and History to enable exam readiness

Project Experience

- Created a progressive History trivia project that captured knowledge from grades 4 to 8 that won second place at the District fair
- Played in the junior varsity soccer team that won 2nd place in the state competition in 2021
- Wrote a fiction short story that won third place in the Novelty Fantasy Reads Competition
- Wrote and self-published a children's book that currently has 70 sales on Amazon

Education

DEPARTMENT - Phillips Andover Academy

2021 – Current

- GPA 4.0
- Relevant Coursework: Mathematics, A.P English, A.P History
- Expected Graduation Date: 2024
- Membership: Student Leadership, Film Club, History Club

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Writing
- Listening
- Reliable
- Data entry
- Punctual

Licenses & Accreditations

Licenses Licenses & Accreditations

- C#
- Microsoft Office Suite
- Red Cross First Aid