

# Jane Doe

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## EDUCATION

John Smith High School 2022 - Current

## Awards/Honors/

### Honorable Mentions

High School Honor Roll 2024 - Current

National Merit Scholarship 2024 - Current

Presidential Volunteer Service Award - *Silver* 2023

## Extracurriculars

Student Council 2022 - Current

*Treasurer (2022) & President (2023)*

- Inform the student body of current events and issues in and outside the community
- Organize community service projects and fundraising events for donating to humanitarian and environmental charities
- Responsible for managing club funds

Key Club 2022 - Current

*Member (2022-2024) & President (2023)*

- Actively participate in acts of service in communities, such as park clean-up, clothing, and food drives
- Lead and participate in meetings and organized projects

## Internship/Volunteer Experience

Soup Kitchen June 2024 - Current

*Volunteer*

- Assist with food preparation and distribution of meals to patrons
- Follow all safety and sanitation policies when handling food and beverages to uphold proper health standards

Red Cross January 2022 - Current

*Volunteer (2022-2023) & Lead Volunteer (2025)*

- Schedule volunteer work assignments
- Assist with blood drive program development in coordination with supervisors
- Participate in community outreach and public relations initiatives

## Work Experience

Private Tutor

December 2024 - Current

*Self-employed*

- Tutor students in grades 1 - 8 in subjects ranging from math to social studies
- Dissect problems to present them in a more approachable manner
- Create individualized academic plans

Starbucks

January 2024 - December 2025

*Barista*

- Collaborated with a team of 12+ to raise customer service scores
- Used interpersonal skills and efficiency in providing fast and friendly services
- Served 150+ customers per day