High School Student

123-456-7890



www.reallygreatsite.com



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hello@reallygreatsite.com

SUMMARY

I love serving and caring for others and am seeking a summer camp counselor position working with middle schoolers.

EXPERIENCE

2019 - PRESENT

ART FOR PETS PROGRAM ASSISTANT

KC PETS SHELTER

- Volunteer program coordinator for Art for Pets program that teaches students to care for pets and raises funds for animal care.
- Taught program on dog care to middle schoolers.

2018

COUNSELOR IN TRAINING

CAMP WAXAHACHIE

- Supported lead counselor with daily camper activities in arts and sports. Helped campers resolve problems and contribute to great camp spirit.
- Awarded MVP CIT by the Counselor staff.

EDUCATION

2017-PRESENT

JUNIOR

KU HIGH

- Expected graduation in summer 2022
- Favorite classes include History, Chemistry, and Play Production.
- Featured role in three school musicals.
- Received Knight award for 100 hours of community service.
- Completing coding project in Python.

SKILLS Languages: Spanish

Software: Google suite, Powerpoint, Python

Tools and skills: Theater sound board, costume repairs, guitar

College Student



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SUMMARY

I love serving and caring for others and working with information. I am seeking an internship as an analyst working in a non-profit.

EXPERIENCE

2020-2021

PROGRAM ANALYST

MAYOR'S OFFICE

- Developed database of available city summer jobs and prepared reports for county agencies.
- Analyzed trends and made recommendations for programs, resulting in adding 20 new companies who provided 42 new job opportunities.

2019-2020

ART FOR PETS PROGRAM COORDINATOR

KC PETS SHELTER

- Volunteer program coordinator for Art for Pets program that teaches students to care for pets.
- Developed and maintained volunteer database.

2018

COUNSELOR IN TRAINING

CAMP WAXAHACHIE

- Supported lead counselor with daily camper activities in arts and sports, boosted camp spirit.
- Awarded MVP CIT by the Counselor staff.

EDUCATION

2017-PRESENT

JUNIOR

KCU

- Expected graduation in summer 2022
- Psychology and Economics major
- Treasurer, Alpha Phi Omega Volunteer Fraternity
- President's Scholar, received Knight award for service
- Completing coding project in Python to analyze volunteer skills and make a virtual talent bank for non-profits.

SKILLS

Languages: Spanish

Software: Google suite, Powerpoint, Python, Tableau, Wordpress Tools and skills: Theater sound board, costume repairs, guitar

Analyst



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SUMMARY

I love working with information to make people's lives better. Seeking a position as director of non-profit reporting.

EXPERIENCE

2023-2024

REPORTING MANAGER

STATE FAMILY AGENCY

- Lead reporting and analysis for all state family programs.
- Provide information systems to make good policy decisions that improve people lives. Implemented new systems, trained 12 staff, saved \$100,000 annually by replacing technology.

2021-2023

SENIOR ANALYST

LET'S GO FAMILIES

- Developed reporting on program activities and effectiveness for 30 programs across 10 states.
- Provided successful support for \$5M of grant administration.

2020-2021

PROGRAM ANALYST

MAYOR SHELL'S OFFICE

- Developed database of available city summer job and prepared reports for county agencies.
- Analysis resulted in adding 15% more new jobs.

2019-2020

ART FOR PETS PROGRAM COORDINATOR

KC PETS SHELTER

 Developed and maintained volunteer database of 10,000 for area's largest no-kill animal shelter.

EDUCATION

2017-2021

BACHELOR'S DEGREE

KCU

- Psychology and Economics major
- Alpha Phi Omega, President's Scholar, Knight award
- Created Talent Bank volunteer system still in use

SKILLS

Languages: Spanish

Software: Google suite, Powerpoint, Python, Tableau, Wordpress, SAS, arcGIS

Tools and skills: Theater sound and costuming, event management

Data familiarity: CMS, Census, SSI

Sales and Service Leader

123-456-7890



yaelamari@reallygreatsite.com

SUMMARY

I love helping customers and my team. I make sure our retail stores look great and are well-stocked.

EXPERIENCE

2021-2023

ALLMART

ASSOCIATE

- Checked inventory for beauty products section and provided management inventory reports.
- Handled customer returns on busy days.
- Worked during tornado week to get customers supplies.

2020-2021

FAST TRIP

STORE CLERK

- Kept busy store clean and restocked.
- Assisted customers with purchases and knew regulars by name.
- Received customer service bonus after six months.

2019-2020

GOODHOPE

ASSOCIATE

- Greeted customers and helped them find merchandise.
- Updated inventory and new deliveries.
- Rang up final purchases accurately and quickly.

EDUCATION

2017-PRESENT

ASSOCIATES DEGREE IN PROGRESS

MCC

• Classes in English, Math and Science

SKILLS

Languages: Spanish

Software: Google docs, YouTube

Tools and skills: Cash register, Quick service POS system