

JOE SHMOE

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SKILLS/QUALIFICATIONS

- PROFICIENT WITH TECHNOLOGY AND SOCIAL NETWORKING SITES (EXAMPLE: TWITTER, FACEBOOK)
- KEEN BUSINESS PERSPECTIVE, STARTED CLASS COMPANY AND MADE OVER \$1,000
- GOOD COMMUNICATION SKILLS AND VERY PERSONABLE
- ABLE TO GET ALONG WELL WITH CO-WORKERS AND ACCEPT SUPERVISION
- RECEIVED POSITIVE EVALUATIONS FROM PREVIOUS SUPERVISORS
- PUNCTUAL, GREAT ATTENDANCE RECORD AT SCHOOL
- TYPE 48 WPM

EDUCATION

CLASS OF 2012 CLAIREMONT HIGH SCHOOL SAN DIEGO, CA
COURSEWORK: BUSINESS MANAGEMENT AND OWNERSHIP
CONTEMPORARY COMMUNICATIONS
TOOLS OF THE DIGITAL AGE, AP PSYCHOLOGY

AWARDS

SEPT. 2008 - PRESENT HONOR ROLL
JUNE 6, 2011 ACADEMY OF BUSINESS & TECHNOLOGY ACADEMIC ACHIEVEMENT

EXPERIENCE

SEPT. 2011—DEC. 2011 **SAN DIEGO MUSEUM OF MAN ADVENTURES OF ANTHROPOLOGY**

- COORDINATED PROJECTS AND ACTIVITIES TO HELP STUDENTS STRENGTHEN CULTURAL EXPOSURE
- ASSISTED IN PLANNING LESSONS WHILE IMPLEMENTING INTERACTIVE GAMES
- TAILORED ACTIVITIES FOR DISABLED STUDENTS

JUNE 2010—PRESENT **UC BERKLEY UPWARD BOUND MATH AND SCIENCE**

- WROTE UC PERSONAL STATEMENTS AND ESTABLISHED LONG TERM GOALS
- PARTICIPATED IN COLLEGE LEVEL COURSEWORK RESPONSIBILITIES
- EDUCATED OTHERS ON BECOMING SOCIALLY AND CULTURALLY AWARE OF DIVERSITY ON A COLLEGE CAMPUS THROUGH CAMPUS LIFE ACTIVITIES

SEPT. 2009—PRESENT **ACADEMY OF BUSINESS AND TECHNOLOGY**

- PROFICIENT IN MICROSOFT WORD, EXCEL, AND POWERPOINT
- CREATED A SIMULATED BUSINESS, INCLUDING RAISING CAPITAL, MARKETING TECHNIQUES, AND BUDGETING
- PARTICIPATED IN MOCK JOB INTERVIEWS

JUNE 2008—JUNE 2010 **GEAR UP SUMMER MATH ACADEMY**

- APPLIED GEOMETRY AND ALGEBRA TO THE REAL WORLD
- LED AND ENCOURAGED TEAMWORK IN A GROUP OF DIVERSE INDIVIDUALS
- RESEARCHED COLLEGES AND UNIVERSITIES WITH MAJORS THAT MEET MY CAREER GOALS