

Jane Smith

122 South Main Street

Southbury, Connecticut 06488

email@email.com | 203.267.0000

Education

CLASS OF 2021

Pomperaug Regional High School - Southbury, CT GPA:

3.98 Unweighted

Enrolled in AP/Honors classes throughout high school

Academic Achievements & Awards

- National Honor Society (12)
- Spanish National Honor Society (11,12)
- High Honor Roll (9,10,11,12)
- Business Innovation Leadership Conference nominee (11)
- National Youth Leadership Forum for National Security nominee (11)
- Congress of Future Science and Technology Leaders nominee (11)

Professional Experience

PERFORMANCE PREP ASSOCIATE (12)

- Updated business plan
- Conducted market research, identified new business strategy, and developed and oversaw project plan to implement new strategy
- Developed and implemented social media marketing strategy

PERFORMANCE PREP INTERN (11)

- Researched competitors and performed a market analysis
- Scheduled social media marketing posts

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Entrepreneurial Experience

TRADITIONS QUALITY CARE PET SITTING (9, 10, 11, 12)

- Found highly successful pet sitting business
- Provide quality care to pet owner's animals
- Strong trust and customer-orientated relations
- Increased business profits by 20% within 1 year

ONLINE EBAY BUSINESS ENTREPRENEUR (9, 10, 11, 12)

- Over 160 reviews; 100% Customer satisfaction
- eBay rated "above standard" Seller Level
- Excellent profit margins from repeat customers
- Strong customer communication and service-orientated business

PHS Athletics

- PHS Varsity Tennis (10,11,12)

PHS

Extracurricular Activities & Clubs

United Nations (12)

Debate Team (12)

Link Crew Leader (11,12)

PHS Media Center Computer "Genius" (11,12)

- Assigned Media Center Netbooks to students Future

Business Leaders of America (10, 11,12)

* **FBLA Publicity Officer** (11, 12)

- Collaborated with the Small Business Association to create internship opportunities

- Raised \$1,319 through Future Business Leaders of America Pomperaug

Woods Adopt-A-Grandparent Club (10,11,12)

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Community Service

MEDICAL INTERN (12)

Hospital Samaritano

- Shadowed medical rounds in an underfunded public hospital in Rio De Janeiro

UCONN HEALTH HOSPITAL VOLUNTEER (11,12)

Outpatient Pavilion, John Dempsey Hospital

- Provided translation services to Spanish speaking patients
- Assisted in discharging and transporting patients safely from the hospital

JUNIOR CORP MEMBER (10,11,12)

Southbury Volunteer Fire Association

- Coordinated oxygen packs and safety equipment checks
- OSHA certified

TRANSLATOR AND VOLUNTEER TUTOR (9, 12)

- Taught English to increase fluency in the Rio De Janeiro community

Church Service

MISSION TRIP TEAM LEADER (12)

Sacred Heart Church - Southbury, CT

Schenectady, New York (2016)

Ocean View, Delaware (2015)

- Managed the progress of on-site construction for my team of volunteers

LITURGICAL READER/PARTICIPANT (9,10,11,12)

RAINBOW HOUSE VOLUNTEER (9,10,11,12)

- Tutored children removed from their home due to abuse or neglect