

# FirstName LastName

City, AZ || Phone: (XXX)-XXX-XXXX || Email:email@gmail.com

## Education

### Arizona State University

Candidate for Masters in Computer Science (Cybersecurity)

Phoenix, AZ

August 2023-May 2027

### High School

GPA: 3.75; ACT: 33

City, AZ

August 2019-May 2023

## Leadership Experience

### Party X Party Chair

#### HS Mock Election '23

City, AZ

November 2022-May 2023

- **Organized** school-wide Mock Election party, including **arranging** and **enforcing** timelines, overseeing and assisting in platform and propaganda, and **creating** the campaign and budget.
- Secured over **\$300** in funding for propaganda and provided **oversight for a 50-person committee**.
- Performed speeches and debated in front of a live audience of **300** people and broadcasted to hundreds more.

### Primavera Treasurer

#### HS Dance Department

City, AZ

August 2022-Present

- Collected funds from direct cash transactions and tax donations, totalling up to **~\$5,000** in and out.
- Allocated funds for travel, performances, and costumes for **50+ students and faculty**.
- Developed new ways of fundraising, bringing in around **\$200/semester**.
- **Organized** and **managed** financial documentation and **tracked** budget expenses.

### 777 Hip-Hop Dance Club

#### Co-President

City, AZ

August 2022-May 2023

- **Choreographed** dance pieces of varying lengths/difficulty levels. **Taught** 20+ members a week.
- **Succeeded in making dance more accessible** to students, increasing participation in auditions and interest in the dance program.

### JagCon School-wide Event

#### JagCon, City Middle School

City, AZ

March 2019

- **Planned** and **budgeted** a school-wide project with \$300 of funding and a deadline of 2 months.
- **Directed a 50-person committee** to create 30+ pieces of decorations, puzzles, and props.
- Spearheaded advertisements for the event, resulting in a **successful event with attendance of 250+ students**.

## Work Experience

### Restaurant

#### Waitress and Cashier

City, AZ

November 2018-Present

- Memorized restaurant's menu and ingredients to provide accurate and timely responses to customer inquiries.
- Mastered POS systems to input orders quickly and correctly.
- Trained 7 new team members in customer service and restaurant practices.
- Handled customers' financial transactions and produced daily summaries.

## Relevant Skills

**Leadership:** Experienced in effective leadership for small and large groups, patient, confident in public-speaking

**Integrity:** Responsible and reliable, honest, communicative, team-player, professional

**Creativity:** Encourage innovation, respectful of diverse ideas and backgrounds, open-minded, problem-solver, flexible