

JD

Jane Doe

Professional Summary

Driven and community-focused professional with extensive volunteer experience at Finely Elementary School, showcasing strong Spanish expertise and exceptional teamwork. Excelled in creating supportive learning environments, significantly enhancing student engagement. Demonstrated outstanding organizational skills and a commitment to community service, ensuring efficient and effective program operations. Outgoing Volunteer providing experience helping non-profit organization with daily tasks and needs. Friendly and helpful when assisting employees and visitors requesting services. Driven by cause to work diligently to accomplish measurable impact. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Financial Accounting position. Ready to help team achieve company goals.

Professional Experience

AVID Club Pork Sandwich Stand for a Festival - Volunteer

Holtville, CA

02/2020 - 02/2023

- Maintained clean, neat, and operational facilities to serve program needs.
- Used strong interpersonal communication skills to convey information to others.
- Communicated with staff members to stay informed about volunteer opportunities and events.
- Represented organization positively and professionally while providing community with much-needed services.
- Mentored new volunteers, fostering a supportive and inclusive team environment.

Finely Elementary School - Volunteer as a Teacher's Assistant

Holtville, CA

06/2022 - 07/2022

- Kept classrooms clean, neat, and properly sanitized for student health and classroom efficiency.
- Oversaw students in classroom and common areas to monitor, enforce rules, and support lead teacher.

✉ fake.email@gmail.com

Skills

- Positive Attitude
- Teamwork and Collaboration
- Organized and Efficient
- Attention to Detail
- Community Service
- Computer Skills
- Foreign language proficiency
- Spanish expertise
- Multitasking
- Time Management
- Reliability
- Active Listening

Education

Expected in 06/2027

University of California - San Diego

La Jolla, CA

No Degree: International Studies -
International Business

- Relevant Coursework: Calculus I & Calculus II
- Relevant Coursework: Quant Methods in Business & Managerial Accounting
- Relevant Coursework: COGS: Introduction to Computing & COGS: Minds & Brain
- 3.254 GPA

Imperial Valley College

Imperial, CA

No Degree

- Relevant Coursework: Introduction to Psychology & Religions of the Modern

- Supported student learning objectives through personalized and small group assistance.
- Worked with lead teacher to monitor class schedule and take attendance.
- Graded assignments and reported individual progress to teacher.
- Collaborated with teachers for lesson preparation by preparing materials and setting up equipment.
- Maintained safety and security by overseeing students in recess environments.
- Reviewed lesson material with students individually or in small groups.
- Assisted lead teachers with lesson plan creation and materials development .
- Maintained safe and organized classroom environment, enabling efficient learning.

Writing

Enjoys writing about different topic whether it be about reality or non-fiction. Creates story drafts during free time to let her creativity take over and take a break. Writes down emotions to relieve stress and keep mind free of problems. Is very descriptive with writing so much so that it feels like you can almost sense it in front of you when reading.

Languages

Spanish



World

- Relevant Coursework: Introduction to Music Lit & Listening & U.S. History

06/2023

Holtville High School

Holtville, CA

High School Diploma

- Awarded Top 20
- Awarded Golden State Seal Merit Diploma
- Awarded State Seal of Biliteracy
- Awarded Silver Level Service Performer
- Awarded A-G
- Awarded Top 5% for Integrated Math II
- Awarded Gold Medal for GPA

- Imperial Irrigation District Scholarship Recipient

- Completed AP course in Spanish Language
- Completed AP course in European History
- Completed AP course in English Language
- Completed AP course in Calculus AB
- Completed AP course in English Literature
- Relevant Coursework: Economics & Introduction to Business
- 4.36 GPA
- Ranked in Top 5% of class

- Extracurricular Activities: Swim
- Extracurricular Activities: Tennis

- Art Club Member
- California Scholarship Federation (CSF) Club Member
- Advancement Via Individual Determination Club Member