

# John doe

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## EDUCATION

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**Tufts University**, Medford, MA  
*Candidate for Bachelors of Arts*

Expected May 2028

**Saratoga Springs High School**, Saratoga Springs, NY  
*High School Diploma*

June 2026

## WORK EXPERIENCE

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**Happy Valley Summer Camp**, Saratoga Springs, *Camp Counselor*

May 2027-Aug2027

- Planned, coordinated, and executed activities while guiding group or 20 middle school campers in personal growth and daily living skills
- Assisted in the direction and supervision of campers in their living unit and during activities while championing program initiatives and camp mission
- Safeguarded personal property, camp equipment, and facilities
- Provided leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules and sportsmanship
- Planned and hosted end of summer bonfire by securing fire permit and needed materials, and teaching safe bonfire procedures to campers

**Hudson Valley YMCA**, Saratoga Springs, *Teen Mentor*

May 2027-Aug 2027 (Seasonal)

- Facilitated small group discussions with teens about issues such as dating, fitness, education, and alcohol and drug awareness to promote a healthy, people-centered approach to safety and harm reduction
- Contributed to and participated in training program and weekly meetings with YMCA staff to strengthen group facilitation skills

**Serenity Housing**, Ballston Spa, NY, *Receptionist*

Jan 2028– Aug 2028

- Provided warm and attentive customer service by greeting clients and answering phone calls in a high-volume sales office
- Reviewed office databases to update and improve current file

## LEADERSHIP

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**Psychology Club**, Saratoga Springs High School, *Vice President*

Sept 2027– June 2027

- Moderated weekly meetings consisting of 25 members by keeping track of time, taking notes, and announcing agenda items
- Coordinated monthly one time volunteer opportunities for members by partnering with local community organizations
- Coordinated speaker series by researching local psychology professors to come talk with our group and share about their research

## SKILLS & INTERESTS

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*Computer:* MS Excel, PowerPoint

*Language:* Proficient in Spanish

*Interests:* Skiing, soccer, basketball, hiking, film