

Work Experience

Events Assistant - Internship

JRC Corp., Philadelphia, PA | May 2022 to Present

- ◆ Appointed to help a 10-person HR team plan and organize eight annual company events and holiday parties
- Praised on formal review for high efficiency and strong collaboration

Education

Candidate; Bachelor's Degree

Temple University, Philadelphia, PA | Expected 2026

Graduate

Benjamin Franklin High School, Philadelphia, PA | August 2018 to June 2022
3,6 GPA (3,7 weighted)

School Athletics & Activities

Member, Spring Track Team | All four years

- Gained and demonstrated a strong sense of dedication and teamwork
- Contributed to team's placing in the top 4 out of 18 high schools in the region for three consecutive years

Member, Debate Team | Junior and Senior year

- Collaborated closely on a 10-person team to form and organize compelling debate arguments

Language

Fluency in Mandarin

Hobbies & Interests

Biking | Running

Sarah
Johnson

123 Carpenter Street,
Philadelphia, PA 12345
youremail@example.com
(123) 456-7890
[LinkedIn](#)

Member - Class of '26 at Temple University

Recent demonstrated success helping organize events in a fast-paced environment. Member of the track team that placed in the top 4 out of 18 high schools in the region for three consecutive years. Bilingual: Fluent in English and Mandarin.

Key Skills

- Event Planning & Organizing
- Fundraising
- Marketing & Promotions
- Social Media Marketing
- Teamwork & Collaboration
- Time Management