

## Kim Student

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### SUMMARY OF QUALIFICATIONS:

- **Multilingual** – Fluent in English and Vietnamese, basic knowledge in Japanese
- **Computer Literate** – Experienced with Microsoft Word, Excel, PowerPoint, Publisher, Adobe Photoshop, and iMovie
- Knowledgeable in both Microsoft Windows and Mac Operating Systems
- Attentive to details, diligent at work, and fast at learning
- Strong technical skills and trained with various mechanical tools and equipment such as drills and saws

### WORK EXPERIENCE:

- **Sacramento Municipal Utility District Summer Internship Program** (06/15 – 08/15)
  - Worked in an office environment that required attention to detail, communication with supervisors, and patience with technology
  - Collaborated with fellow interns to develop and create a video detailing internship experience

### EDUCATION:

**Monterey Trail High School**, Elk Grove, California

(08/12 – present)

Anticipated date of graduation – May 2016

GPA: 4.36

Rank: 5

Key Coursework:

*Computer Technology*

*Intermediate Computers*

*Exploring Technology*

*CADD*

*Engineering*

*Multiple AP Courses*

### COMMUNITY SERVICE:

- **Summer Meals Program** – guided families through meal lines, kept children entertained, and provided customer service (34.25 hours)
- **Relay for Life** – sold luminaria bags, helped set up the theme sign, participated in walking shifts to fundraise for cancer (28 hours)

### CLUBS AND ACTIVITIES:

- **Design and Technology Academy (DATA)** – Engineering Major (04/13 – present)
  - *Director of Publicity* – Made academy poster boards for open house, developed a concept for senior poster, delegate responsibilities for publicity members, communicate with top leaders and academy coordinator for upcoming events
  - *Publicity* – Made posters and senior graduation invitations, distributed academy information
- **Mathletes** – actively participated during club meetings by solving problems of the week, regularly earning points at monthly competitions, and regulated booth during open house (05/13 – present)
  - *Treasurer* – Wrote a letter to school's ASB to request exemption from pre-existent debt, devised fundraising ideas to acquire profit during school's annual open house
  - *Vice President* – plan weekly meeting agendas and led meeting with club president (09/13 – present)
- **Don't Trash the Trail** – created stencils for spray painting, provided assistance to painters, created video to promote recycling, and participated in grant writing process (10/13 – present)
  - *President* – plan weekly meetings and yearly agenda, communicates with club adviser
- **Japanese National Honor Society** – aided in the planning process for fundraising during high school's open house (11/13 – present)
- **National Honor Society** – signed up for closet clean up, Vietnamese Hoi Cho Tet Festival, Sacramento Capitol Apocalypse 5k Zombie Race, and Sacramento Wipeout Run
  - *Vice President* – find community service opportunities for members, lead meetings when president is unavailable, communicate with community service coordinators