| John Doe | horizontal line John Doe 1234 Water Way  La Jolla, CA 92037  (949) 563-8264  [johndoe@gmail.com](mailto:johndoe@gmail.com) |
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| **S**ummary | horizontal line  Highly motivated and driven Business Economics, Division 1 NCAA Student-Athlete skilled in writing, teamwork, time management, coaching, leadership, communication and dedication. |
| **Experience** | horizontal line UC San Diego / NCAA Division I Men’s Swim Team, Recruiting Coordinator September 2023 - PRESENT, La Jolla, CA  * Collaborated with fellow coordinator and coaches to plan recruiting trips for potential future Tritons * Trained 20 hours per week with the team while also maintaining a full college course load * Served as the Recruiting Coordinator to establish a connection with recruits * Met with prospective Student-Athletes to answer questions about the Men’s Swim team  Irvine Swim League, Oak Creek Orcas / Assistant CoachJune-August, 2019 and 2021, Irvine, Ca  * Developed and implemented water safe swim skills for kids ages 5-13 * Provided technical instruction in all swim strokes, starts, turns, and finishes * Collaborated with other assistant coaches, parents, and leadership to ensure a cohesive team experience and spirit * American Red Cross CPR Certified  Private Swim InstructorJune 2021 - September 2021, Irvine, Ca  * Taught swim lessons to children ages 5-10 * Emphasized water safety techniques and proper stroke form * Developed lesson plans and progress goals for each swimmer * Provided instruction and feedback to both the swimmer and parent to help in future improvement  DoorDash / Food Delivery DriverJune 2021 - September 2021, Irvine, Ca  * Organized the delivery of over 50+ food orders in a professional and timely manner * Communicated effectively with customers and restaurant staff to confirm and address potential issues |
| **Education** | horizontal line UC San Diego / Business Economics MajorSeptember 2021 - Present, La Jolla, CA Class of 2025   * Relevant Coursework: Microeconomics, Macroeconomics, Business Statistics, Managerial Economics, Econometrics  Woodbridge High SchoolSeptember 2017 - June 2021, Irvine, CA  * 4 year Varsity Athlete * Varsity Team Captain * Honor and AP Student |
| **Awards** | horizontal line   * Scholastic All-American (2021) * MPSF All-Academic Team (2023) * MPSF All Conference Second Team (2023) |

| Skills | horizontal line   * Microsoft Word, Excel and Powerpoint * Adobe Photoshop, Lightroom and Bridge (Basics) |
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