

Getting Started

1. **Use Google Docs**
 - **Why Google Docs?**
 - **Accessibility:** Easy to access from any device with internet access.
 - **Collaboration:** Allows for real-time collaboration and feedback from peers or advisors.
 - **Auto-Save Feature:** Reduces the risk of losing your work due to unexpected issues.
 - **Sharing Options:** Easily share with others for input or submission without worrying about file formats.
2. **Set Up the Page Margins**
 - Go to **File > Page Setup > Change Top, Bottom, Left, and Right to 0.5 inches**. This ensures your resume fits well on one page and utilizes space efficiently.
3. **Open the Loeb Center Best Practices Resume Checklist**
 - Familiarize yourself with the checklist to ensure your resume meets the expectations of potential employers and internship coordinators.

Tips for Resume Creation

- **Avoid Using Resume Templates**
 - **Standardization:** The Loeb Center has designed our templates to align with diverse industry standards, ensuring consistency and professionalism across various fields.
 - **Formatting Control:** Templates can impose rigid formatting that may not align with your style or the content you want to present.
 - **Artificial Intelligence (AI) Use:** Applications that utilize AI tools to review resumes often struggle to accurately read templates due to their columned format.

Additional Suggestions

1. **Tailor Your Resume for Each Application**
 - Adjust your resume to highlight relevant experiences and skills based on the job description or internship requirements.
2. **Proofread and Edit**
 - Check for spelling and grammatical errors. Consider having a peer or advisor review your resume for feedback.
3. **Include Relevant Experiences**
 - Don't just list jobs; include volunteer work, clubs, projects, and coursework that demonstrate your skills and interests.

Name McName

AC # 0000 Keefe Campus Center, Amherst College, Amherst, MA, 01002 | (###) ###-#### | email##@amherst.edu

EDUCATION

Amherst College, Amherst, MA

Expected May 2028

Bachelor of Arts, Prospective Physics & Computer Science Majors

- *Relevant Coursework:* Mathematical Reasoning, Newtonian Synthesis, Introduction to Computer Science

McKinney High School, McKinney, TX

Graduated May 2024

- Unweighted GPA: 4.0/4.0; Weighted GPA: 5.4/6.0; Rank: 1/688
- *Awards:* QuestBridge Scholar Finalist

RELEVANT EXPERIENCE

SpiderSmart, Frisco, TX

October 2022 – Present

Tutor

- Teach reading, beginner-level English, math (all levels), public speaking, and standardized test preparation to elementary-aged students
- Develop, customize, and implement curriculum for over 20 students, delivering lessons both in-person and Zoom for 15+ hours per week

Summer Science Program, Las Cruces, NM

June 2023 – July 2023

Astrophysics Researcher

- Developed Python3 code to determine orbital elements of asteroid EC224 using the Gaussian Method
- Published over 15 coordinate points to Minor Planet Center database by extracting and analyzing right ascension and declination data from JPG images
- Completed 13 advanced problem sets in college-level math, physics, and astronomy following lectures from two university professors
- Selected as the youngest participant in a group of three students, sponsored by MIT, CalTech, and Harvey Mudd College, and awarded a \$200 stipend for the project

ACTIVITIES

International Fencing Alliance of Dallas, Dallas, TX

August 2018 – Present

Fencer, Assistant Coach, Referee

- Organize and lead 20+ hours of weekly training for beginner and advanced fencers, provide coaching at tournaments
- Instruct Youth-14 and under beginner class, guiding students through warm-ups, footwork drills, and practice bouts
- Rated A21; ranked 6th nationally on the Épée Junior Point Stand and 69th globally after the 2021 Junior World Cup

National Honor Society, McKinney, TX

April 2023 – May 2024

President

- Managed team of 180+ members, coordinating community service efforts, verifying service hours, and led meetings
- Organized feminine hygiene product drive, collecting and donating over 2,000 products to local homeless shelters
- Led ramp-building project for elderly individuals and facilitated a weekly T-Ball game for special needs students, providing guidance and support every Wednesday

Engineering Club, McKinney, TX

April 2022 – May 2024

Treasurer

- Achieved semi-finalist status at the Technology Student Association Nationals in 2021 for projects in fashion design and biotechnology
- Secured and managed over \$10,000 in club funding for 50+ members over two years, organizing a successful trip to Florida for the national competition

Girls Who Code, McKinney, TX

April 2022 – May 2024

President

- Instructed over 20 girls in Java programming, introducing them to coding competitions, institutions, and opportunities by organizing guest speakers and managing meeting logistics
- Secured over \$1,000 in funding for guest speakers and received a \$500 personal education stipend

SKILLS

Technical: Python (Proficient), Java (Proficient), Javascript (Proficient), R (Intermediate), Swift (Intermediate)

Languages: Mandarin Chinese (Fluent)

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EDUCATION

Amherst College, Amherst, MA
Bachelor of Arts, Prospective Law, Jurisprudence, and Social Thought & Sociology majors

Expected May 2025

Runny River High School, Ocala, FL
High School Diploma | GPA: 3.91/4.00 | ACT: 33

Graduated May 2021

RELEVANT EXPERIENCE

Florida District of Public Schools, Runny River High School, Ocala, FL
Superintendent's Student Advisory Council Member

August 2018 - May 2021

- Acted as a liaison between the student body and the district leadership by attending monthly in-person meetings in the office of the eighth-largest district in the nation
- Engaged in open and constructive discussions with fellow council members to address critical issues such as lack of career planning support and provide insights into enhancing the educational experience within the school district
- Played an active role in shaping the direction of the district by sharing valuable student perspectives, contributing to strategic decision-making, and fostering positive change in the educational system
- Collaborated with the Superintendent and other district officials to develop and implement an alternative career initiative aimed at highlighting the non-traditional career paths students could pursue after graduation, such as technical college, the military, or attending a community college overall increasing the knowledge of post-graduation opportunities to nearly all 208,788 students in the district

Florida District of Public Schools, Runny River High School, Ocala, FL
Student Assistant Principal Intern

August 2019 - May 2020

- Acquired valuable hands-on experience in various facets of school leadership, including actively participating in the observation of teachers in accordance with OCPS evaluation standards
- Managed a caseload of 50+ at-risk students, worked closely with each to successfully facilitate their registration for crucial standardized tests, such as the ACT and SAT, to help pave the way for their graduation and post-secondary success and secured a 99% graduation rate

LEADERSHIP EXPERIENCE

ICON Yearbook, Runny River High School, Ocala, FL
Editor-in-Chief

February 2020 - May 2021

- Established themes, content, and overall style guide of the publication
- Developed lesson plans for staff with emphasis on teaching writing, design, and photography skills
- Reviewed all materials working alongside staff and carefully ensured final decisions adhered to HIPPA, Code of Conduct, and ethical standards
- Awarded Columbia Scholastic Press Association Silver Crown for producing a publication that captured the memories and moments of the academic year

The Current Newspaper, Runny River High School, Ocala, FL
Editor-in-Chief

August 2018 - May 2021

- Oversaw production of six newspaper editions per academic year as well as one satirical edition, created a consistent print layout using InDesign CS6
- Collaborated with staff writers to provide in-depth feedback to strengthen and polish articles
- Pitched and wrote stories on timely topics of interest and importance to school and community, including reporting on Hurricane Irma and the drug and homelessness epidemic in Orlando

The Wendy's Company, Ocala, FL
Crew Member

March 2020 - August 2021

- Dedicated 25+ hours per week to maintaining customer service during high-volume, fast-paced operations
- Handled monetary transactions and customer support during closing and opening hours

SKILLS

- Microsoft Suite, Google Suite, WordPress, Slack, Canva; Certified in InDesign CC and InDesign CS6

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EDUCATION

Amherst College, Amherst, MA

Expected May 2026

Bachelor of Arts, Prospective Computer Science, Mathematics, and Economics triple major

PROJECTS

Drishti Nepal | *Flutter, TensorFlow, Python* | Lead Frontend Developer

August 2024 - Present

- Utilized AI & ML powered open-source cross-platform mobile application to assist visually impaired Nepalese in currency bills recognition & tracking cash transaction history
- Developed the entire frontend using Flutter; worked on integrating TFLite models for cash recognition and incorporating SQLite database to store user data locally in frontend
- Open-sourced the codebase in GitHub and deployed the app in Google Play Store; Helped 300+ visually impaired so far
- Collaborated with Blind Youth Association Nepal for end-user reviews and Google Developers Community Nepal for quality improvement

Kisan Nepal | *Flutter, Python, Flask* | Lead Frontend Developer

June 2024 - August 2024

- Devised real-time information aggregation app for Nepalese farmers that transmits agricultural news from 10 different news sites, notices issued by Ministry of Agriculture, daily price rates of agro-products & COVID-19 statistics; used by 400+ farmers
- Built the frontend of the app in Flutter by fetching real-time data from backend's Heroku database using GET, AWAIT and POST

Briksha | *Flutter, Python, TensorFlow* | Lead Frontend Developer

January 2024 - June 2024

- Designed crop-disease detection app for common crops in Nepal and suggest remedy to users in the form of reports
- Represented Nepal in the global AppTitude Challenge by Iowa State University (63 participants from all over the world)
- Responsible for frontend development in Flutter and open-sourcing in GitHub

NEB Sabaiko Nepali | *Flutter* | Lead Frontend Developer

September 2022 - December 2023

- Created two flutter-based education applications that contain Nepali and English interactive notes for high school students
- Launched from personal EdTech Startup 'e-educators Nepal' to foster self-learning among students during the pandemic; 15,000+ users

RELEVANT WORK EXPERIENCES

e-Educators Nepal, Kathmandu, Nepal | *Founder and CTO*

August 2020 - Present

- Founded a non-profit EdTech Startup that develops mobile apps for academic notes for Nepalese high-school students
- Initiated the startup during the pandemic by recruiting 7 volunteer content creation interns and 2 graphic designers
- Developed and launched NEB Simplified English-XII & NEB Sabaiko Nepali

Scodus Innovations, Kathmandu, Nepal | *Senior Software Development Intern*

March 2022 - May 2022

- Led a team of 4 junior interns and worked on real-world web and app development projects for clients
- Built Nepal Student Union's official mobile application using Flutter and deployed it in both App Store and Play Store
- Developed 2 basic portfolio websites using HTML, CSS, Bootstrap and JavaScript for clients

SKILLS & INTERESTS

Programming Languages: Java, DART, HTML, CSS, LaTeX (Beginner), JavaScript (Beginner), Flutter, Bootstrap

Tools: GitHub, Azure DevOps, GitLab

Languages: English (Fluent), Nepali (Native), Hindi (Fluent)

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EDUCATION

Amherst College | Amherst, MA

Expected May 2028

Bachelor of Arts | Prospective Economics Major

Relevant Coursework: Adaptation and the Organism | Introduction to Statistics via Modeling

The Thacher School | Ojai, CA

Graduated June 2024

GPA (weighted): 4.67/4.00 | SAT: 1590 (EVBRW: 790, Math: 800)

Awards: National Merit Scholarship Finalist | Presidential Scholars Candidate | National Rural and Small Town Recognition Award |

Commendation in Language, Mathematics, Science, and the Arts

RELEVANT EXPERIENCE

Undergraduate Research Assistant, University of Iowa | Iowa City, IA

August 2023 - February 2024

- Participated in hands-on research through the Secondary Student Training Program at the University of Iowa Orthopedic Biomechanics Laboratories
- Investigated knee joint space width distribution in flexed vs. extended weight bearing CT scans, achieving a deeper understanding of knee anatomy and rehabilitation outcomes
- Presented research findings through an abstract and poster at the Orthopaedic Research Society Annual Meeting, sharing results to a professional audience and receiving positive feedback

Physical Trainer Assistant, The Thacher School | Ojai, CA

August 2021 - June 2024

- Assisted the school's athletic trainer in assessing injuries and guided athletes through rehabilitative exercises
- Designed customized and holistic treatment and recovery plans for conditions such as tibial shaft fracture and bicep tendonitis that accelerated healing and improved athletic performance

LEADERSHIP EXPERIENCE

Alumni Development Ambassador, The Thacher School | Ojai, CA

August 2023 - June 2024

- Designed section in school magazine with Canva commemorating 11 horses through a variety of pictures and personal anecdotes, incorporating custom layouts and visual storytelling to engage the audience
- Communicated with 1000+ students and alumni to promote gift initiatives through phone calls, letters, and various social media campaigns

Dormitory Prefect, The Thacher School | Ojai, CA

August 2023 - June 2024

- Advised 32 sophomores through weekly individual and group meetings for 8 months, offering timely support in personal, academic, and social issues
- Organized various dorm and grade events to promote community bonding and foster stronger peer relationships
- Mediated conflicts and facilitated open dialogue to maintain a supportive and inclusive living environment

Affinity Group Representative, The Thacher School | Ojai, CA

August 2023 - June 2024

- Led culturally relevant and engaging social events for a community of approximately 50 international students
- Mentored an international freshman, providing personalized guidance on navigating academic, social, and cultural aspects of an American boarding school, which contributed to his transition and adjustment to the new environment

Head Academic Tutor, The Thacher School | Ojai, CA

August 2023 - June 2024

- Managed and trained 10 chemistry peer tutors by establishing clear guidelines, expectations, and best practices
- Served as liaison between students and faculty, facilitating communication to identify academic challenges and develop targeted support strategies, leading to enhanced learning outcomes for students
- Organized and offered weekly drop-in tutoring sessions, providing tailored support to individuals and groups

SKILLS & INTERESTS

Technical skills: Coding and data analysis in MatLab, 3D modeling in ShapeWorks, Office Suite and Google Suite

Language skills: Mandarin (fluent speech and writing)

Interests: Horseback riding (Western and English), weightlifting, Rubik's cube solving, hiking, and camping

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Education

Amherst College | Amherst, MA

Expected May 2027

Bachelor of Arts, Biochemistry/Biophysics & Math majors | GPA: 4.00/4.00

- *Relevant Coursework:* Molecular Genetics, Organic Chemistry, Data Structures, Linear Algebra, Multivariable Calculus

Research Experience

Department of Biochemistry, Amherst College | Amherst, MA

February 2024-Present

Academic Intern & Summer Undergraduate Research Fellow | *Principal Investigator: Dr. Caroline E. Goutte*

- Investigate the role of the gamma-secretase protein in Notch cell signaling, a crucial pathway involved in cell differentiation, development, and maintenance
- Analyze localization and function of gamma-secretase subcomponents within cells to better understand their impact on cell signaling and intracellular transport patterns
- Utilized immunofluorescence and confocal microscopy to examine batches of up to 50 *C. elegans* embryos and performed dissection and handling of *C. elegans* to isolate embryos and prepared samples for imaging
- Successfully identified key transport patterns and localized subcomponents, contributing valuable data to enhance understanding of gamma-secretase's function in Notch signaling

Systems Biology, Columbia University | New York City, NY

July 2024-August 2024

Computational Biology Research Intern | *Department of Biology* | *Principal Investigator: Dr. Chaolin Zhang*

- Examined RNA binding motifs of the protein SRSF1 to gain insights into its role in RNA splicing and regulation
- Process and analyze crosslinking immunoprecipitation (CLIP) data to identify specific RNA sequences bound by SRSF1 and uncover potential new interaction motifs

Center for Neurologic Diseases, Brigham & Women's Hospital | Boston, MA

July-August 2022 & 2023

Neurology Research Intern | *Harvard Medical School* | *Principal Investigator: Dr. Ulf Dettmer*

- Led a project focused on investigating the biochemical mechanisms underlying the role of mutant alpha-synuclein in Parkinson's Disease, specifically its effects on phosphorylation and membrane association
- Utilized a range of laboratory techniques including western blotting, cell culture (M17 neuroblastoma), transfection, and immunofluorescence microscopy to examine and quantify the phosphorylation and intracellular localization of alpha-synuclein in various cellular conditions

Systems & Computational Biology, Albert Einstein College of Medicine | Bronx, NY

May 2023-June 2023

Computational Biophysics Student Researcher | *Principal Investigator: Dr. Yinghao Wu*

- Undertook an independent project to explore the molecular interactions of beta-amyloid and alpha-synuclein, key proteins implicated in Alzheimer's and Parkinson's Disease
- Employed GROMACS molecular dynamics software to simulate and analyze six models of beta-amyloid and alpha-synuclein in both aqueous and cell membrane environments

Awards & Publications

Regeneron Science Talent Search Top 300 Scholar

2023

- Received STS Top 300 (Semifinalist) award for research conducted at Brigham & Women's Hospital

USA Biology Olympiad Semifinalist

2022

- Top 10% of 3,816 participants on the Open Exam; scored within top 225 participants in the Semifinal round

Skills & Interests

- *Laboratory Skills:* Immunofluorescence, confocal microscopy, *C. elegans* handling/dissection, western blot, cell culture (M17D neuroblastoma), transfection, GROMACS molecular dynamics, CLIP data analysis
- *Technical Skills:* Microsoft Excel (advanced), Linux command line (beginner), Java (intermediate), Python (advanced)
- *Interests:* Hiking, creative writing, and photography

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EDUCATION

Amherst College, Amherst, MA

Expected May 2027

Bachelor of Arts, Prospective American Studies and Anthropology double-major | GPA: 3.86/4.00

Noble and Greenough School, Dedham, MA

Graduated May 2023

- Awards: AP Capstone awardee, National Merit Scholar, Davidson Fellow

WORK EXPERIENCE

Team Representative, Lululemon, Dedham, MA

May 2023 - August 2023

- Worked in a fast-paced environment, managing relationships with vendors and overseeing team purchases
- Ensured timely and accurate team orders, collections, payments, and handling inventory issues
- Maintained effective communication with the sales representative to coordinate orders totaling over \$8,000. Managed collections, payment processing, and resolved inventory discrepancies
- Ensured smooth order transactions, leading to improved vendor relationships and resolving inventory issues promptly, reducing delays by 20%

Barista & Barista Trainer, Starbucks Coffee Company, Dedham, MA ***October 2020 - August 2022***

- Crafted personalized beverages while fulfilling 50+ orders daily, working 10+ hours weekly, and ensuring high-quality customer service
- Memorized standard recipes and customer orders, maintaining consistency and accuracy in beverage preparation
- Led training modules for 10+ new hires, covering beverage crafting, de-escalation techniques, and cleanliness protocols, ensuring adherence to company standards
- Improved customer satisfaction and operational efficiency, resulting in being named "Partner of the Quarter" in 2021 for exceptional service and leadership

ATHLETIC EXPERIENCE

Amherst College Men's Basketball Team, Amherst, MA

November 2023 - Present

- Contributed to team success by earning a starting position in the final 11 games of the season, demonstrating skill and dedication on the court
- Committed 25+ hours weekly to games, practices, and training, while balancing interstate travel for weekend competitions with academic responsibilities
- Played a key role in building a stronger, more cohesive team environment, fostering teamwork and collaboration both on and off the court

Noble and Greenough Boys Basketball Team, Dedham, MA

November 2019 - March 2023

- Selected as team captain for the 2022-2023 season, leading both on and off the court by mentoring younger players and upholding high performance standards
- Strategized game plans and dedicated 15+ hours weekly to practices, games, and team development, ensuring consistent improvement and team cohesion
- Earned recognition as an All-Independent School League (ISL) player in 2022 and 2023, and received NEPSAC Class A Honorable Mention, leading the team to key victories throughout the season

SKILLS & INTERESTS

Technical Skills: Google Workspace, Microsoft Office Suite, Slack, File Management Systems, Video Conferencing Tools

Languages: Spanish (intermediate)

Interests: Solving the New York Times crossword puzzle, improv comedy, and long-distance running

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EDUCATION

Amherst College, Amherst, MA

Expected December 2024

Bachelor of Arts, Prospective Chemistry Major

- Relevant Coursework: Organic Chemistry II, Molecules, Genes & Cells, Multivariable Calculus

Irvine Valley College, Irvine, CA

Graduated May 2022

- GPA: 4.00/4.00, Honors Program Graduate
- Relevant Coursework: General Chemistry, Organic Chemistry I, Statistics of Business and Economics, Calculus, Biology of Human Disease, Intro to Psychology

WORK EXPERIENCE

Amherst College Emergency Medical Services (ACEMS), Amherst, MA

September 2022 - Present

Emergency Medical Technician (EMT)

- Run 12-hour shifts on ACEMS, Amherst College's student-run emergency medical squad, providing compassionate care to patients with calls ranging from intoxication, traumatic injuries, to mental health emergencies
- Collaborate with squad members to write patient care reports, attend monthly trainings to improve skills, and work with local police and fire departments to transfer patients to higher care

Department of Chemistry, Irvine Valley College, Irvine, CA

May 2022 - August 2022

Student Laboratory Technician

- Reorganized 30+ years of chemical inventory and designed 250+ GHS chemical labels for each chemical in storage
- Organized weekly and monthly schedules with head lab technician to streamline tasks, created instruction manuals to help employees navigate equipment, and revised chemical experiments to improve future labs
- Assisted students in replacing missing glassware, prepared standardized solutions and equipment for 7 summer classes daily

Chipotle Mexican Grill, Irvine, CA

June 2021 - August 2022

Cashier & Front-of-the-House Team

- Managed \$2,000+ in customer orders each shift, assisted customers daily with payment issues, and answered inquiries regarding ingredients, online orders, and Rewards Points
- Streamlined front-of-house operations and worked with co-workers to decipher orders and prepare meals efficiently, helping the store achieve a daily quota of serving 15+ customers every five minutes
- Contributed to the store's high score in cleanliness from deep-cleaning bathrooms and dining halls consistently and maintaining a tidy dining hall and workspace throughout the day

LEADERSHIP & COMMUNITY ENGAGEMENT

Sing for Joy Club, Irvine High School, Irvine, CA

August 2018 - June 2021

Co-Founder & President

- Cultivated partnerships with 11+ senior homes, hospitals, and nonprofits in Orange County to organize holiday and spring performances, entertaining 500+ people
- Spearheaded annual holiday choir concert for 100+ residents at the Meadows Senior Community, collaborating with high school choral program to bring 40+ performers
- Independently learned MuseScore software in order to transcribe music and create midi tracks to help members learn individual music parts
- Mentored members with minimal music experience, helping them develop tonal memory, sight-reading skills, and stage presence

Pastel Art for Kids, Orange County, CA

August 2017 - June 2020

Co-Founder & Head Instructor

- Co-founded program for underserved children ages 5-13 dedicated to fostering creativity and building self-confidence through pastel art, emphasizing personalized instruction and providing an encouraging environment to students
- Taught dry pastel art to 50 children at 4 locations, including low-income housing facilities, rescue missions, and Boys & Girls Club, and curated art exhibits to showcase artwork to family and friends
- Recruited and trained 8 student instructors, communicated with facility managers weekly to schedule classes, and created incentives to increase student participation
- Managed a \$2,000 budget after receiving a grant from local nonprofit to expand the program

CERTIFICATIONS, SKILLS & INTERESTS

- **Credentials:** Emergency Medical Technician (NREMT, MA-Certified), CPR-Certified, Girl Scout Gold Award
- **Technical Skills:** Microsoft Excel, WordPress Elementor, Canva, Google Suite
- **Interests:** Singing while playing piano, mentoring, cooking, food exploration, embroidery

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EDUCATION

Amherst College, Amherst, MA

Expected May 2025

Bachelor of Arts, Prospective Math & Music (double-major)

- Relevant Coursework: Multivariable Calculus, Intro. to Computer Science, Music Theory, Cognitive Science of Religion

Berkeley Carroll School, Brooklyn, NY

Graduated May 2021

High School Diploma | GPA: 3.8/4.00

ACTIVITIES

Amherst College Concert Choir, Amherst, MA | Singer

August 2021—Present

- Perform complex choral pieces and harmonize with 30+ choir members to enhance group sound quality, advance vocal skills, and contribute to campus arts
- Dedicated 4+ hours weekly to rehearsals, mastering pieces in various languages and styles. Collaborated with 30+ members to perfect performances and participated in 5+ on-campus and community concerts
- Improved vocal range, intonation, and sight-reading skills. Helped the choir reach audiences of over 500 attendees, receiving positive feedback for our synchronized performances and broad repertoire

Brooklyn Youth Chorus, Brooklyn, NY | Singer

December 2012—June 2021

- Long-term commitment to a prestigious youth chorus aimed at building a strong foundation in music by performing at professional venues, develop vocal technique, and represent the chorus in high-caliber performances
- Attended 3 hour bi-weekly rehearsals and seasonal workshops on vocal training, sight-reading, and stage presence. Represented the chorus in 20+ performances, including Carnegie Hall

Berkeley Carroll High School Cross Country Team, Brooklyn, NY | Member

September 2019—May 2021

- Participated in regular practices and meets, improving personal race times by 20% through dedication to team training routines and conditioning.
- Competed in multiple regional meets, placing in the top 10 in three events and helping the team achieve a successful season that strengthened the school's athletic reputation.

Berkeley Carroll School Chamber Orchestra (String Quartet), Brooklyn, NY | Violinist

September 2017—May 2021

- Practiced individually for 6+ hours per week and attended rehearsals, contributing to ensemble cohesion and sound quality. Participated in 15+ school and community performances, including solos and sectional leads
- Enhanced technical proficiency on the violin, deepened understanding of musical collaboration, and helped elevate the overall performance quality of the group

Berkeley Carroll School A Cappella Club, Brooklyn, BY | Founder & Leader

September 2017—May 2021

- Establish and lead a student-run a cappella club, arrange music, and prepare the group for performances
- Organized weekly rehearsals for 10+ members, arranging 5+ songs per semester. Guided members in vocal blending and harmony, resulting in two end-of-semester performances

Berkeley Carroll School Podcast, Brooklyn, NY | Music Collaborator & Jingle Writer

September 2017—May 2021

- Composed and recorded 5+ original jingles and soundscapes for podcast segments, using Soundtrap for audio editing. Coordinated with the podcast team to match music to thematic elements
- Contributed to a professional sound quality that elevated the podcast's production value and received positive engagement from the student body

AWARDS

Honor Roll, 10th, 11th, 12th grades, Berkeley Carroll School

September 2017—May 2021

- Recognized for consistently high academic performance, maintaining a GPA of 3.7+ each year while balancing rigorous extracurricular commitments

Merit Scholarship, Guitar & Songwriting, Berklee College of Music, Aspire Summer Program

June 2019

- Awarded based on musical talent, songwriting ability, and potential for growth. Participated in intensive summer sessions, gaining new techniques and expanding musical perspectives

SKILLS

- **Language Skills:** English (proficient), Spanish (proficient), French (intermediate)
- **Music Software:** Sibelius (notation), Garage Band (audio recording), Soundtrap (collaborative audio recording)

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EDUCATION

Amherst College, Amherst, MA

Expected May 2028

Bachelor of Arts, Prospective Geology & Religions double-major

Sunrise High School, Sunrise, FL

Graduated May 2024

GPA: 3.85/4.0

RELEVANT EXPERIENCE

Boys & Girls Club, Sunrise, FL

August 2022 – May 2024

Youth Volunteer Mentor

- Organized weekly mentorship sessions for over 30 middle school students, focusing on providing guidance on academic and social issues
- Collaborated with fellow mentors to plan educational activities and workshops, which led to a 15% increase in program engagement over six months
- Co-facilitated a "College Prep 101" workshop series introducing students to college and career options, partnering with educational representatives to provide resources on financial aid, scholarships, and application strategies, and guiding students through activities and guest speaker sessions that expanded their awareness of post-secondary opportunities, leading to high engagement

Local Community Garden, Sunrise, FL

March 2023 – May 2024

Volunteer Team Leader

- Led a team of 15 volunteers in planting and maintaining a community garden, establishing clear roles and fostering collaboration to support local food banks
- Developed a rotation schedule and training materials that improved efficiency and increased food production by 20% over the previous year
- Organized seasonal fundraising events, raising over \$1,000 for garden expansion and supplies through strategic planning and community engagement

LEADERSHIP EXPERIENCE

High School Student Council, Sunrise High School, Sunrise, FL

August 2023 – May 2024

Class President

- Managed a team of student representatives to organize school events, including fundraisers and community service days, ensuring effective collaboration and successful student engagement
- Advocated for student concerns in monthly administrative meetings, resulting in new water fountains and a dedicated student lounge
- Led initiatives to promote inclusivity, including a school-wide "Diversity and Unity" week, strengthening campus community and student connections

High School Peer Tutoring Program, Sunrise High School, Sunrise, FL

August 2022 – May 2023

Program Coordinator

- Oversaw a team of 10 peer tutors, organizing weekly training sessions on tutoring strategies and effective communication to ensure consistent support for students across all subjects
- Implemented a scheduling system that matched tutors with students based on subject needs, which increased program participation by 30% over the school year
- Coordinated monthly workshops on study skills and time management, fostering a supportive academic environment that led to a noticeable improvement in student performance and confidence

SKILLS & INTERESTS

Technical Skills: Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Drive, Docs, Sheets, Slides), Zoom, Canva, Slack, Email Platforms (Gmail, Outlook), File Management Systems

Interests: Mindfulness meditation, puzzle-solving (crosswords and Sudoku), and podcast listening on topics like finance

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EDUCATION

Amherst College, Amherst, MA
Bachelor of Arts, Prospective Statistics Major
Lincoln High School, Springfield, MA
GPA: 3.8/4.0

Expected May 2028

Graduated June 2024

RELEVANT EXPERIENCE

Neighborhood Outreach Program, Springfield, MA

Volunteer

June 2021 – May 2024

- Volunteered regularly with a team to organize community clean-ups, food drives, and donation events, contributing to improved public spaces and access to resources for local families
- Assisted with logistics for annual holiday meal distributions, supporting food security for over 300 families each year
- Initiated a social media campaign to raise awareness about volunteer opportunities, leading to a 25% increase in community volunteer participation

Bella's Diner, Springfield, MA

Server

March 2023 – Present

- Provided friendly and efficient service in a fast-paced environment, handling 50+ customer orders during peak hours and ensuring accurate order preparation
- Trained three new team members on menu knowledge, customer service techniques, and cash register operation, contributing to smoother daily operations
- Managed cash and credit transactions, consistently maintaining accurate records and reducing payment errors by 15%

LEADERSHIP EXPERIENCE

Student Government Association, Lincoln High School, Springfield, MA

Vice President

August 2023 – May 2024

- Organized school-wide events, including fundraisers and voter registration drives, promoting civic engagement and school spirit
- Led monthly student forums to gather feedback on school policies, presenting findings to the administration to advocate for changes such as improved campus recycling options
- Directed a successful "Get Out the Vote" campaign ahead of local elections, which registered over 100 new young voters in the community

Springfield Youth Civic Council, Springfield, MA

Student Representative

August 2022 – May 2024

- Represented the high school student body in monthly city council meetings, voicing student concerns on local issues such as school funding and community resources
- Collaborated with council members on youth engagement initiatives, including organizing town hall meetings and educational workshops to increase youth involvement in local politics
- Successfully campaigned for a proposal that provided additional funding for after-school programs, benefiting over 500 students in the district

Lincoln High School Flag Football Team, Springfield, MA

Team Captain

August 2023 – May 2024

- Led 3 weekly practices and coordinated game strategies, contributing to a 10-2 season record and reaching the district semifinals
- Mentored 5 new players, teaching key skills and tactics, which improved overall team dynamics and game readiness

SKILLS & INTERESTS

Technical: Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Premiere Pro, After Effects), Asana, Slack, Microsoft Office Suite, Google Workspace

Interests: Geocaching, collecting and pressing wildflowers for botanical art, and Formula 1 racing

Name McName

AC #0000 Keefe Campus Center, Amherst College, Amherst, MA 01002
(###) ###-#### | email##@amherst.edu

EDUCATION

Amherst College, Amherst, MA

Expected May 2028

Bachelor of Arts, Prospective Political Science Major

Lakeside High School, Chicago, IL

Graduated June 2024

GPA: 3.9/4.0

LEADERSHIP EXPERIENCE

Asian-American Student Association, Lakeside High School, Chicago, IL

Vice President

September 2023 – May 2024

- Organized monthly meetings, cultural events, and workshops, creating a supportive space for students to share experiences and celebrate Asian-American heritage
- Led planning for the annual Asian Heritage Month celebration, coordinating activities, securing guest speakers, and increasing attendance by 50% compared to the previous year

Corner Café, Chicago, IL

Part-Time Server

March 2023 – May 2024

- Provided customer service in a fast-paced environment, handling 40+ orders per shift and ensuring accurate order preparation and delivery
- Managed cash and credit transactions, maintaining a high level of accuracy and contributing to a 15% improvement in customer wait times

Peer Tutoring Program, Lakeside High School, Chicago, IL

Lead Peer Tutor

September 2022 – May 2024

- Led a group of 10 peer tutors, organizing weekly tutoring sessions in math, science, and English to support fellow students in achieving academic success
- Developed individualized study plans for over 20 students, improving their understanding of core concepts and resulting in an average grade increase of 15% across tutored subjects

Lakeside High School Debate Team, Chicago, IL

Social Media Coordinator

September 2022 – May 2024

- Managed the team's social media presence across multiple platforms, developing and posting promotional content that increased online engagement and event attendance by 30%
- Collaborated with team members to highlight achievements, upcoming tournaments, and event recaps, boosting the team's visibility within the school and local community
- Implemented strategies for consistent branding and messaging, helping to attract new members and supporters throughout the season
- Documented team successes at regional and state competitions, including semifinal placement in the Illinois State Debate Championship, enhancing the team's reputation and school spirit

Lakeside High School Drama Club, Chicago, IL

Cast Member

October 2021 – May 2024

- Performed in three major school productions, dedicating 5+ hours weekly to rehearsals and enhancing skills in acting, voice projection, and stage presence
- Collaborated closely with cast and crew to ensure smooth, cohesive performances, contributing to sold-out shows and positive community feedback

SKILLS & INTERESTS

- *Technical:* Microsoft Office Suite, Google Workspace, Canva, Social Media Platforms (Facebook, Instagram, Twitter, LinkedIn, TikTok), Hootsuite, Mailchimp, Adobe Premiere Pro
- *Interests:* Learning traditional hand-lettering and calligraphy, cooking, and illustrating graphic novels