

NAME

Phone number | Tufts email

EDUCATION

Tufts University, Medford, MA Expected May 20xx
Candidate for Bachelors of Arts

Saratoga Springs High School, Saratoga Springs, NY June 20xx
High School Diploma

WORK EXPERIENCE

Happy Valley Summer Camp, Saratoga Springs, *Camp Counselor* May 20xx-Aug20xx
• Planned, coordinated, and executed activities while guiding group of 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 20xx-Aug 20xx (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 20xx – Aug 20xx
• 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

Psychology Club, Saratoga Springs High School, *Vice President* Sept 20xx – June 20xx
• 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

Computer: MS Excel, PowerPoint

Language: Proficient in Spanish

Interests: Skiing, soccer, basketball, hiking, film