

Your Name

AC# xxx Keefe Campus Center • Amherst College • Amherst, MA 01002
Yname@amherst.edu • (123)456-7890

Education

Amherst College

Bachelor of Arts

- Prospective Environmental Studies Major
- GPA: x.xx/4.00

Amherst, MA

Expected May 2016

New Trier High School

- Commended Scholar for National Merit Scholar
- AP Scholar
- Honor Roll 8 semesters
- National Latin Honor Society

City, State

Class of 2012

Relevant Coursework

Making Peace with the Planet: Environmental Movements and Ideas Spring 2013

- Developing a website to discuss environmental projects within the Five College area
- Researching and writing a comparative analysis of two environmental movements

Building Community

- Developing rhetoric for a new bylaw for the Public Shade Tree Committee to regulate and encourage the planting of trees in Amherst

Spring 2013

The Environmental History of Latin America

- Examined the links between environmental and social problems

Spring 2013

Footprints on the Earth

- Researched product sustainability for an in-depth paper
- Reported on the social success of letter-writing campaigns in environmental justice movements

Fall 2012

Work Experience

Northern Suburban Special Recreation Association

Inclusion Companion

- Helped children with special needs in a summer camp setting
- Taught social skills and encouraged proper behavior

City, State

Summer 2010, 2011

Special Olympics

Coach

- Coached students with special needs in basketball practices
- Demonstrated techniques and fostered team unity

City, State

Jan 2010 – Dec 2011

Saint Francis Xavier Parish Religious Education Program

Assistant Teacher

- Assisted in organizing and preparing class activities and taught lessons

City, State

Mar 2009 – Aug 2011

Activities & Leadership

Amherst College Cross Country and Track Teams

Oct 2012 – May 2013

Amherst LEADS: Leadership Training Program

Oct 2012 – May 2013

New Trier Cross Country, *Team Captain*

Jan 2011 – Dec 2011

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EDUCATION

AMHERST COLLEGE, Amherst, MA

Expected May 2016

- Bachelor of Arts
- Expected Major(s): Economics, Film and Media Studies
- GPA: *.**/4.00

LYNN ENGLISH HIGH SCHOOL, Lynn, MA

June 2012

- National Achievement Scholarship Program Finalist 2012
- College Board AP Program AP Scholar 2012

WORK EXPERIENCE

J AND R CREATIVE CASTING, New York, NY

June 2012

Casting Intern

- Categorized talent database for approximately 5,000 union and non-union artists
- Compiled reference sheets used to standardize actor payment for all subsequent transactions
- Assisted in audition workshops for young actors at TVI Acting Studio, performing readings and providing critical feedback to students

CAMBRIDGE DISTRICT COURT, Medford, MA

Summer 2011

Intern to Judge Severlin Singleton

- Observed, summarized, and debriefed court proceedings with judge
- Served as youth liaison to judge's community projects (e.g. reform programs for incarcerated youth), observed/surveyed peers and reported results to judge

SCHOTT FOUNDATION FOR PUBLIC EDUCATION, Cambridge, MA

Summer 2011

Intern

- Collaborated with senior vice president to create and present final draft of Document Retention and Destruction Policy to staff during office relocation
- Researched potential innovative business initiatives for future implementation by the Schott Foundation
- Researched influential members in the public education community for networking use by the president during conferences

AMERICAN REPERTORY THEATER (ART), Cambridge, MA

Summer 2010

Marketing Intern

- Monitored auditions for ART's 2010/2011 resident company
- Compiled photo albums for use in ART brochures and advertisements
- Constructed and distributed ART advertisements around the City of Cambridge

CAMBRIDGE CITY HALL, Cambridge, MA

Summer 2010

Intern to Councilor Kenneth E. Reeves

- Participated in meetings with councilor (with city council, school committee, police chief, and significant contributors to the City of Cambridge)
- Coordinated "The Mayor's Red Ribbon Commission," meeting approximately 100 influential figures in the City of Cambridge
- Conducted daily office activities and communications

VOLUNTEER EXPERIENCE

KIPP ACADEMY LYNN, Lynn, MA

Summers 2009 - 2011

Teachers' Assistant / Chaperone

- Assisted teachers with lesson plans; engage students in creative learning exercises (e.g. writing educational and instructional songs, designing learning exercises); monitor students in common areas
- Chaperoned 5th graders on trips to Washington D.C.

SKILLS & INTERESTS

- Proficient in Spanish, Microsoft Excel, PowerPoint, Adobe Photoshop, Internet Research
- Varsity collegiate indoor/outdoor track, Varsity high school football, Professional theatre, Improvisational Theatre, Write/Perform spoken word poetry, Community television co-host, Public speaking

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EDUCATION

AMHERST COLLEGE

Expected May 2014

Bachelor of Arts in Economics and Computer Science

- GPA: ***.*/4.00*

WORK EXPERIENCE

INTERNATIONAL INSTITUTE OF NEW ENGLAND | Boston, MA

June–August 2012

Microenterprise Intern

- Developed WordPress websites for 6 small business from the needs assessments to ecommerce tool development
- Researched and identified low-income neighborhoods in Rhode Island for strategic outreach
- Liaised with senior staff in consulting and providing technical assistance for small businesses
- Provided office support to senior staff including filing and scheduling client appointments

INTERIM INDEPENDENT ELECTIONS COMMISSION | Kilgoris, Kenya

August 2010

Polling Station Clerk

- Coordinated and monitored voting at a polling station with over 600 voters
- Helped disabled and illiterate people to cast their ballots
- Collaborated in tallying and announcing of the poll results

NDAMAMA SECONDARY SCHOOL | Kilgoris, Kenya

February–June 2009

Teacher

- Taught geography and Swahili classes to 1st, 2nd and 3rd year high school students
- Supervised and handled issues concerning students during my weeks on duty

LEADERSHIP EXPERIENCE

AMHERST COLLEGE KOENIG SCHOLARS PROGRAM | Amherst, MA

September 2011–Present

Koenig Peer Mentor

- Support new international students in transitioning into campus life and exploring campus resources
- Organize events to foster a strong international students community on campus
- Provide peer to peer counseling services to international students

AMHERST COLLEGE INTERNATIONAL STUDENTS ASSOCIATION | Amherst, MA

2011-2012

E-Board and Webmaster

- Planned and hosted student events to celebrate cultural diversity on campus
- Collaborated with dean of students' office in running a new international students orientation program
- Maintained the club's webpage

SIGILAI COMMUNITY COMPUTERS | Kilgoris, Kenya

January–August 2010

Owner/Manager

- Established a cybercafé business in rural city in Kenya
- Taught 10 adults basic computer applications
- Provided typing, printing and photocopying services to the community

SKILLS AND INTERESTS

- Fluent in Swahili
- Financial Accounting, Social Entrepreneurship
- Proficient in Java Programming Language, WordPress and Microsoft Excel
- Amherst College Rugby Football Club, Track and Cross-Country, Kenya under-17 national handball team member (2006)

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EDUCATION

Amherst College, Amherst, MA | *Bachelor of Arts* Expected May 2015

- Double Major in Economics and Psychology
- Relevant Coursework: Corporate Finance, Advanced Macroeconomics, Multivariable Calculus, Statistics
- Major GPA: 3.90/4.00 Cumulative GPA: 3.82/4.00

Horace Mann High School, Riverdale, NY June 2011

- Cumulative High School GPA: **4.9/5.0** SAT: **2700** M: **900** CR: **900** W: **900**
- AP Scholar with Distinction (Score of 5 in Microeconomics, Macroeconomics, Chemistry, and Calculus)

EXPERIENCE

J.P. Morgan Corporate and Investment Bank, New York, NY | *Summer Analyst in Treasury Services* Summer 2014

- Acted as project lead of surveys initiative, analyzing 45 client feedback reports to propose actionable opportunities
- Organized team of 9 interns: assigned roles, fielded questions, and was ultimately accountable for project's outcome
- Gathered team's data, devised summary pages, edited final project, and presented to senior management
- Received strong support from senior leaders; summary slides used in global town hall meetings and strategic planning
- Developed wallet-sizing methodology to determine the most suitable client and product targets
- Used cash-to-revenue ratios from firms' annual 10-K reports to estimate wallet-sizes

MAStorage, Amherst, MA | *Co-Owner, Head of Finance & Operations* September 2012-December 2013

- Provided student-run, full-service summer storage to students at five colleges
- Managed company bank account, approved uses of corporate funds, and determined worker compensation
- Represented MAStorage owners in negotiating and successfully executing acquisition by All College Storage (ACS)
- Developed and executed valuation methodology for MAStorage using projected discounted cash flows
- Asked to join ACS senior management team; worked as ACS Campus Head until 01/14

Primary Wave Music, New York, NY | *Summer Intern* Summer 2012

- Worked directly with CMO of pioneering music publishing company, effectuating innovative promotional ideas
- Developed and executed strategy to acquire sponsorship for *Earth, Wind, and Fire* Latin Tribute Album
- Designed multiple compensation packages for advertising agencies and sold project

ATHLETICS

Amherst College Men's Varsity Soccer, Amherst, MA September 2011-Present

- Named 2015 co-captain of NESCAC Champion Lord Jeffs; NESCAC All-Academic Team

Horace Mann Varsity Athletics, Riverdale, NY September 2008-June 2011

- 2011 Athlete of the Year: Varsity Soccer, Basketball, and Lacrosse; Two-Time Captain of Varsity Soccer

LEADERSHIP AND ACTIVITIES

Pre-Business Group & Business Leadership Seminar, Amherst, MA | *Officer* October 2012-Present

- Selected to be one of four student-officers of college's only student-run, pre-professional business group
- Learn business essentials from high-ranking corporate executives in annual 3-day lecture series

Amherst Leads Futures Program, Amherst, MA | *Member* September 2011-Present

- Admitted to prestigious leadership development program that prepares student-athletes to lead on and off the field
- Participate in a variety of symposia, workshops, and interactive lectures with revered leaders in sports
- Chosen to be one of seven student-athletes on advisory panel aimed at increasing Amherst Leads' effectiveness

SKILLS AND INTERESTS

- Highly conversational in French; familiar with German
- Proficient in Excel and PowerPoint; familiar with SPSS
- Enjoy skiing, travel, and NHL hockey; studied abroad in Paris, Spring 2013- all courses taken in French

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Amherst College Amherst, MA | *Bachelor of Arts*

Expected May 2014

- Major in Psychology
- Overall GPA **/**/4.00*

SIT Study Abroad, Nicaragua: Youth, Culture, and Literacy | Managua, Nicaragua

Fall 2013

- Studied youth culture and expression, historical and contemporary challenges for youth, and Nicaraguan literature, advocacy, social change, and expression
- Traveled to Cuba for a week to gain comparative perspectives on Cuban and Nicaraguan youth
- Lived with two different host families and learned to speak Spanish in every day interactions

RESEARCH EXPERIENCE

University of Wisconsin – Madison | Madison, WI

Summer 2012

Undergraduate Research Fellow

- Collaborated with Prof. Judith Harackiewicz's lab in an investigation of the mechanisms of values-affirmation-mediated achievement gap reductions
- Identified specific research questions to target with an existing data set
- Cleaned, transformed, and interpreted data, as well as crafted a compelling presentation of results
- Developed a code to gauge cognitive engagement in student essays in collaboration with Professor

Amherst College Department of Psychology | Amherst, MA

Spring 2011

Research Assistant

- Tested a Pashto language instruction software and determined its potential for use in an experiment looking at the relationship between musical training and language-learning aptitude

ADDITIONAL EXPERIENCE AND SKILLS

Vela Scholars Program | Amherst, MA

Fall 2011-Present

Instructor at Amherst Regional Middle School

- Teach study strategies and math concepts to students of all skill levels

Green Amherst Project | Amherst, MA

Spring 2010-Present

Events Coordinator

- Support student-led sustainability initiatives by managing social media accounts, arranging speaker engagements, and organizing major campus events
- Promote high-level dialogue between students, administrators, and College Trustees

Casa de Madre | Managua, Nicaragua

Fall 2013

Volunteer

- Taught beginning English to residents between the ages of 5-10 years old through games and activities
- Helped prepare meals and serve them to the residents

SKILLS

- Intermediate Spanish, written and spoken
- Ability to adapt and respond to changing situations with creative solution-seeking
- Excellent verbal and written communication skills
- Strong quantitative analysis ability
- Microsoft Excel, NetLogo, SPSS

ACTIVITIES AND INTERESTS

- Editor of campus opinion magazine and contributing writer at *The Amherst Student*
- Interest: Traveling, cooking

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EDUCATION

Amherst College · Amherst, MA

January 2011 – Expected May 2015

Bachelor of Arts in Political Science

- GPA: x.xx/4.00
- Concentration in Political Philosophy

Bunker Hill Community College · Boston, MA

September 2009 – December 2011

Associate of Arts in General Studies and Humanities

- GPA: x.xx/4.00
- High Honors

EXPERIENCES

Boston Asian: Youth Essential Service · Boston, MA

October 2006 – Present

Volunteer – Staff

- Coordinated workshops on life and social skills, and community service projects at homeless shelters and food banks.
- Facilitated a range of art workshops such as silk-screening, airbrushing, clothing designs and alterations.

Andrews International – Securitas USA · Boston, MA

November 2009 – December 2012

Security Dispatcher for Dana Farber Cancer Institute

- Performed duties such as maintaining access control and securing premises.
- Dispatched officers, monitored video surveillance and reported any suspicious activities or persons.
- Fully trained for Hazmat Emergencies and C-Cure security software for emergency and daily events.

Bunker Hill Community College · Charlestown, MA

September 2011 – December 2011

Teaching Assistant

- Taught in an introductory course to philosophy while participating in an independent course in political philosophy.
- Led discussions and group work with student's age ranging from 18 to 35 in learning of concept, theory and theology.

Learning Community Peer Mentor

September 2010 – December 2011

- Mentored peers in seminars that explored complex issues of recognition such as race, class, and identity.
- Collaborated with faculty members to discuss changes that improved students' experiences.

SCHOLARLY PRESENTATIONS

Atlantic Center for Learning Community · Hartford, CT

October 2011

- Participated on a panel to discuss the impacts of student learning from Learning Community seminars and peer mentoring.

National Institute for Staff and Organizational Development · Austin, TX

May 2010

- Co-presented with a professor on topics ranging from using student mentoring to support diversity training, to using student mentoring to increase retention and graduation rates.

Massachusetts Teaching and Learning Conference · Boston, MA

March 2010

- Presented on topic of empowering men of color in and out of the classroom.
- Facilitated group discussion on the advantages of diversity and cultural experiences.

SKILLS

Computer Proficiency

- Experience in basic HTML and CSS scripts writing for web development.
- Knowledge of personal computers, Apple computers, Microsoft Office, and Adobe applications.

Languages

- Fluent in Chinese.

Automotive Collision Repairs

- Trained and certified to repair damage vehicles.
- Experienced in metal welding and body repairs, and paint preparations.
- Specialized in restoration and painting.