

Jane Doe

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EDUCATION

Hometown High School.
Graduation date: May 2005
GPA: 3.85 Class Rank: 4 of 560

WORK EXPERIENCE

Country Club Summer 2003 and 2004 Lifeguard

- Monitored swimming areas for rule violations and drowning victims.
- Supervised entertainment activities sponsored by country club.
- Worked assigned shifts at check-in and concession stand.
- Attended training courses and maintained CPR certification.
- Taught summer swimming classes.

VOLUNTEER WORK/CHURCH ACTIVITIES

Big Brothers/Big Sisters 2003 - 2004

- Assisted with and participated in group activities and field trips.
- Monitored youth during activities.
- Tutored ages 8-13 and assisted with homework assignments.

Texas School for the Blind 2000 Book Reader

- Read literary masterpieces into a tape recorder for use by the community.
- Assisted with volunteer office duties.

HONORS, AWARDS, AND MEMBERSHIPS

- **Newspaper Staff Member Aug 2004 - present.**
2004 Best High School Newspaper Design winner
Central State Regional Communications Contest, sponsored by the State University.
- **Yearbook Committee Member Aug 2004 – present / Staff Member Aug 2003 – Aug 2004**
Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product
- **Member of the Varsity Basketball Team Aug 2004 – present**
- **U.S. Media Association Scholarship recipient**
Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
- **President of high school chapter of
Future Communicators of America (FCA), 2004 - present**
Member, 2003 - present.
- **Treasurer of National Honor Society, 2004 - present**