**EMMA N. SKYE**

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Anywhere, PA 12345

(717) 555-1234

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**OBJECTIVE:**

To obtain a position as an art instructor with a reputable summer camp for troubled teens where I can share my passion for art with the campers while contributing to the mission of the organization

**EDUCATION**:

08/2016 – Present **Spring Grove Area High School**  Spring Grove, PA

*Academic Studies*

* GPA: 3.67
* Earned Distinguished Honors in Fall 2012 and Spring 2013
* Received Junior Achievement “Career Success” Certificate in 2013

**EXPERIENCE:**

06/2017 – 09/2018 **CVS**  Spring Grove, PA

*Office Clerk*

* Promoted from cashier to office clerk in only two months
* Responsible for processing cash/credit transactions of up to $1000 per shift
* Provided friendly customer service, counted tills, and made bank deposits

**COMPUTER SKILLS:**

Proficient in **Microsoft** *Word*, *PowerPoint*, and *Excel*

Able to type 45 WPM

**LANGUAGE SKILLS:**

**Spanish**

* Have studied formally for three years
* Able to communicate effectively using the Spanish language

**ACTIVITIES:**

09/2018 – Present        **Link Crew**

* Organized orientation program for in-coming freshmen students
* Serve as a mentor to two freshman students, assisting them as needed

09/2016 - Present **Student Council Member**

* Planned events for the class and attended meetings
* Sold tickets to school functions during lunches

08/2016 – Present **Co-Captain of Girls’ Varsity Volleyball Team** – SGAHS

* Facilitate practices in the absence of the coaches
* Motivate team to excel in sportsmanship and performance

Fall 2018 **Tutored** a first grade student in reading