**FIRSTNAME LASTNAME**

Martin, TN 38237 | 731.123.1234 | email@ut.utm.edu

**SUMMARY OF QUALIFICATIONS**

* Strong verbal and written communicator, with editing and public presentation experience
* Proficient in Microsoft Office (Word, PowerPoint and Excel) and Adobe Photoshop and InDesign
* Comfortable marketing programs via social media (Facebook, Instagram and SnapChat)
* Experienced tutoring and caring for children ages two (2) to 18
* Certified in Red Cross Adult and Pediatric FA/CPR/AED. (20XX)

**EDUCATION**

**University of Tennessee at Martin**; Martin, TN | *B.S.,* [*Family & Consumer Sciences;*](http://www.utm.edu/departments/fcs/) May 20XX

* Child and Family Studies Concentration

**Happy High School**; Somewhere, TN | *Diploma*; May 20XX

* “A” Honor Roll: Six (6) years | Honor Roll: 4 years | GPA: 4.58

**EXPERIENCE**

**Great Construction**; Somewhere, TN | *Fill-in Secretary*; May 20XX – August 20XX

* Completed needed paperwork and organized files for efficient future access
* Communicated with customers and vendors via phone and face-to-face

**Happy High School**; Somewhere, TN | *Crossing Guard*; August 20XX – May 20XX

* Monitored traffic flow and directed students in safe road crossing
* Handled weather and situational emergencies as directed through training

*Tutor*; October 20XX – May 20XX

* Established cooperative relationships with two students and coached in mathematics weekly
* Maintained confidentiality regarding student needs and progress

**Several Families**; Somewhere, TN | *Driver*; August 20XX – May 20XX (as needed)

* Entrusted to drive children (ages 10 and 12) home from school and to/from activities
* Created activities to engage children and encourage cognitive development (ages 2 and 4)

**LEADERSHIP**

**Yearbook Staff**: *Co-Editor*, August 20XX – May 20XX

**Fellowship of Christian Athletes**: *Leadership Team*, August 20XX – May 20XX; *Member*, 20XX – 2 XX

**Happy High School Ambassadors**: *Secretary*, June 20XX - May 20XX

**Church**: Youth *Leadership Team*, 20XX; *Small Group Leader, 6th Grade Girls*, 20XX

**COMMUNITY SERVICE**

Habitat for Humanity, Somewhere, TN: 20XX (12 hrs.)

Meals on Wheels, Somewhere, TN: 20XX (48 hrs.)

Sumler Therapy, Somewhere, TN: 20XX (20 hrs.)

Advance Therapy, Somewhere, TN: 20XX (15 hrs.)

Somewhere Hospital, Somewhere, TN: 20XX (100 hrs.)

**HONORS / AWARDS**

National Honor Society: 20XX, 20XX, 20XX

DAR Good Citizen: 20XX

Junior National Honor Society: 20XX