

# IMA SPARTAN (Sample Resume)

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**OBJECTIVE:** To obtain a **Summer 2018 Laboratory Assistant** role where I can contribute my interest in and passion for biology and the human body and commitment to performing high-quality work, while gaining early exposure to my future profession.

## EDUCATION

**Shaw High School**, East Cleveland, OH

*High School Diploma*, May 2018

- GPA: **3.8/4.0**
- **Provost's Scholar at Case Western Reserve University**, a selective college preparatory program, 2017-18
- Relevant coursework: Three years of college-prep math, **Biology, Chemistry, and Advanced Biology labs. Received As in all three classes.**

## WORK EXPERIENCE

**McDonald's**, Cleveland, OH

*Cashier*, Summers 2016, 2017

- Provide fast and friendly customer service at busy location near Tri-C campus.
- Assist customers in using new touch screen ordering technology to help speed up their orders.
- Professionally address customer complaints when mistakes occur and try to make them right.
- Accurately process cash and credit transactions.
- Train new employees in using register and basic operating procedures.
- Promoted to store opener/closer due to responsible and consistently high job performance.

**The S Family**, East Cleveland, OH

*Babysitter*, 2015 – present

- Provide safe, fun child care, including lunches and games, for 2 kids ages 18 months and 3 years.

## SKILLS

MS Word, PowerPoint: proficient; MS Excel: beginner

## LEADERSHIP & ACTIVITIES

**Shaw High School Marching Band**, *Section Leader*, 2014 - 2018

- As a senior, led 8-person horn section to performance excellence at 10 weekly football games, 4 pep rallies, and 2 regional band competitions.

**National Honor Society**, *Member*, May 2016 – present

- Volunteer 50 hours per academic year to improve the local community, with emphasis on tutoring elementary children to improve their proficiency in math, science, and English.

**Debate Team**, *Co-captain*: 2017-present; *Member*: 2015-17

## HONORS & AWARDS

**Scholar-Leader Award**: Earned by 3 of 28 club captains/presidents with highest GPA, June 2017

## VOLUNTEER EXPERIENCE

**Cleveland Animal Protective League**, *Dog Walker*, Fall 2017