

# Jane Doe

## EDUCATION

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**ANYWHERE HIGH SCHOOL**, Philadelphia, PA  
GPA: 3.7/4.0; 4.3/5.0

*Expected Graduation: May 2022*

SAT: 1400     ACT: 25

*Honors & Awards:* Dean's List (2020, 2021) | Senior Honor Society Academic Excellence Award | Senior Honor Society Honor Roll | French Star Pupil Honor | Most Outstanding Performance (2018, 2019) | Most Valuable Player (2021, 2022) | Scholar Athlete (2019, 2020, 2021, 2022)

## LEADERSHIP EXPERIENCE

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### HIGH SCHOOL NEWSPAPER

*Editor-in-Chief*

*Anywhere, PA  
May 2021- Present*

- Manage student run paper of 33 students; created yearly curriculum, including photography, marketing, and writing lessons
- Increased community engagement by 20% (from 1,500 readers to 1,800) and was featured on local news

### VARSITY BASKETBALL TEAM

*Captain*

*Somewhere, PA  
May 2019- May 2022*

- Ensured positive team morale by having weekly bonding sessions and pre-game meetings
- Led team warm-ups and assisted in play development
- Helped new underclassmen adjust to the new practice schedule while maintaining grades

### STUDENT CONNECTION

*Vice President*

*Somewhere, PA  
May 2020- May 2022*

- Assisted in freshman orientation consisting of 900 new students and 200 Student Connection upperclassmen leaders
- Conducted monthly reviews of leaders and the areas of

### HISPANIC STUDENT UNION

*External Liaison*

*Anywhere, PA  
December 2020- Present*

- Communicated with Hispanic community on campus to see what events, services, etc. HSU should address
- Actively engage constituents and Hispanic student population to understand needs, concerns, and issues important to population

## PROFESSIONAL & ADDITIONAL EXPERIENCE

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**ADMISSION SEEKERS** (a company that helps students get into colleges)

*Journalism and Public Relations Intern*

*San Francisco, CA  
May 2021- August 2021*

- Led team of interns overseeing all aspects of social media strategy, increasing Twitter following by 200%, Facebook by 500%
- Facilitated growth of services to five high schools (about 19,000 students)
- Consistently ranked among top performers for generating new users and, achieved the rank of top marketer

## COMMUNITY SERVICE & SKILLS

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**Service:** *Church Greeter; Private Basketball Coach* (Aid in training and progression of 3 kids in my church community)

**Skills:** Proficient in Excel, PhotoShop, and InDesign, great communicator, team building and leadership experience, marketing, ability to perform under pressure, time management

**Languages:** Fluent in French and Spanish