

**Stacey Hernandez**  
30 Willow St., Chestnut Hill, MA 02467  
youremail@bc.edu | 555-555-5555

## EDUCATION

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Boston College Chestnut Hill, MA  
*Bachelor of Arts in Sociology, Spanish Minor* May 2020  
GPA 3.4/4.0  
Relevant Coursework: [*Optional* - Highlight coursework that relates to the position you're applying to and might not be expected based on your major/minor/concentration]

## INTERSHIP EXPERIENCE

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Sanchez & Smith Law Firm Boston, MA  
*Intern, Assistant to Litigator* September 2017 - Present

- Revise, summarize, and document past cases that have been appealed in court
- Participate in board and partner meetings while recording minutes
- Identify important points addressed while in court to be typed and submitted to litigator
- Communicate information concerning the proceeds of cases by written letter to 300 clients

Ecuador Collective Quito, Ecuador  
*Intern* June 2017 - August 2017

- Created new marketing ideas to gain social media attention for client companies, resulting in a 5% increase in followers overall
- Pitched advertisements that would have highest predicted interactions on social media
- Developed communication and presentation skills while marketing ideas
- Presented summer projects, successes, and outcomes to executive board

## LEADERSHIP & VOLUNTEER EXPERIENCE

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Boston College Cares Club Chestnut Hill, MA  
*Treasurer* January 2017 – Present

- Raised \$15,000 to build new classrooms and provide classroom supplies for a school in Tanzania through various fundraising efforts
- Hosted a festival with 515 attendees at Boston College to raise funds and awareness on access to education

Pan-African Club Chestnut Hill, MA  
*Member* September 2016 – Present

- Discuss African current events in an environment modelled after the African Union

Health Beat Santa Monica, CA  
*Volunteer* June 2016 - August 2016

- Welcomed participants while registering them for the health program and addressing any questions or concerns
- Directed participants to the appropriate health station to measure their blood pressure, BMI or take another health test

## Megan Green

555.555.5555 • youremail@bc.edu

### EDUCATION

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**Boston College**, Chestnut Hill, MA September 2017 – May 2020  
*Bachelor of Business Administration*

**Bucknell University**, Lewisburg, PA September 2016 – May 2017  
*Bachelor of Business Administration*  
GPA: 3.5/4.0

**Norwood High School**, Norwood, MA September 2012 – May 2016  
*Honor Roll Four Consecutive Years*

- Varsity Lacrosse Captain - Member of the 2016 Patriot League Championship Team, Outstanding Defensive Player Award, and Patriot League All Star

### WORK EXPERIENCE

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**Oakes Country Club**, Norwood, MA June-August 2016 & 2017  
*Lifeguard*

- Promoted member pool safety by enforcing country club rules and regulations
- Greeted and welcomed members while monitoring chemical levels and safety equipment at pool

**Laxachusetts Lacrosse Club**, Norwood, MA October 2014 – February 2016  
*Coach*

- Coached and mentored 50 girls in 3rd through 10th grade within a competitive environment
- Taught players ball handling and strategy while encouraging teamwork

### LEADERSHIP EXPERIENCE AND ACTIVITIES

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**Norwood Youth Lacrosse**, Norwood, MA September 2015 – June 2016  
*Volunteer and Coach*

- Managed youth lacrosse clinics for girls in 3rd through 8th grade
- Taught fundamentals of lacrosse, values of teamwork, and sportsmanship skills

**Catholic Hearts Work Camp**, Dover, DE June – August 2014  
*Volunteer*

- Traveled to Delaware to renovate homes for underprivileged families
- Partnered with elderly patients to promote an uplifting environment and companionship

**Rust House**, Norwood, MA July – August 2013  
*Volunteer*

### SKILLS AND CERTIFICATIONS

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**Skills:** Bloomberg Market Concepts Certification, Microsoft Word, Excel, PowerPoint, and C++

**Languages:** French (fluent)

# Joe Kim

Waterbury, CT • (555)555-5555 • youremail@bc.edu

## Education

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**Boston College**, Lynch School of Education, Chestnut Hill, MA

**Bachelor of Arts, Applied Psychology and Elementary Education**

Anticipated May 2019

Human Resources Focus, Communications Minor

Cumulative GPA 3.72/4.00

*Relevant Coursework:* **(Optional)** Highlight coursework that relates to the position you're applying to and might not be expected based on your major/minor/concentration

**Charles University**, Prague, Czech Republic

Spring 2018

## Experience

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**LAKE AVENUE INN**, Boston, MA

**Volunteer**

October 2015 - Present

- Devote 10 hours a week volunteering at New England's largest homeless shelter
- Raised \$20,000 by collaborating with Boston College Dining to find a use for excess meal plan money as the lead organizer for the food drive
- Create and manage 45 minute weekly workshops for homeless women; including group discussions and activities to help foster a supportive, nurturing, and safe environment throughout the shelter
- Serve dinner and build quality relationships with many homeless residents

**THOMAS EDISON SCHOOL**, Brighton, MA

**Student Teacher, 4th Grade**

January 2017 - May 2017

- Acted as a teaching assistant during class time to help facilitate lessons and manage the classroom
- Provided additional support to an English Language Learner student by developing weekly lesson plans
- Strengthened skills in teaching students from diverse cultural backgrounds and various socioeconomic classes

**POINT CLUB**, Ithaca, NY

**US Sailing Certified Instructor and Camp Counselor**

Summer, 2014, 2015, & 2017

- Coached children from the ages of 7-17 to proficiently operate various sailing boats
- Collaborated with a team of instructors and ensured sailor safety habits were consistently communicated to and understood by all sailors in the program
- Increased sailing regatta participation by 20% through creating and implementing an innovative program to make the race more appealing to young sailors
- Resolved parent concerns by communicating the sailing program goals and aligning these goals with parents' expectations
- Acted as a first responder when children required sailing assistance, dealt with all situations in a calm and mentoring communication style