

First Last Name

3261 State Road, St. Bonaventure, NY 14778 | 716.555.5555 | name@bonaventure.edu

EDUCATION

St. Bonaventure University, St. Bonaventure, NY • anticipated May 20XX
Bachelor of Science, Sociology Minor: Social Work
GPA: 3.6/4.0

Aquinas Institute, Rochester, NY • June 20XX
Regents Diploma with Honors

HONORS

St. Bonaventure University Presidential Scholarship
Dean's List
National Honor Society

LEADERSHIP

Captain, **Aquinas Varsity Cheerleading Squad**; Rochester, NY • Fall 20XX - Fall 20XX

- Led team and won National Championship, Myrtle Beach · October 20XX
- Provided strong leadership and encouraged effective teamwork
- Mediated conflicts between team members with tact and diplomacy
- Enhanced communication, time management, and interpersonal skills

Secretary, **Student Government Association** • Fall 20XX - Spring 20XX

- Maintained accurate written records of the proceedings for the organization
- Processed general correspondence including notices and agendas
- Created and published SGA monthly newsletter

ACTIVITIES/SERVICE

College:

BonaBuddies Youth Mentoring Program
Embrace it Africa
Voices Equity & Equality Club

High School:

Yearbook Committee
Big Sisters Program
Community Tutor Program

EMPLOYMENT

Lifeguard, **Recreation, Parks, & Community Service**; Brighton, NY • Summers 20XX-20XX

- Lead lessons with enthusiasm and encouraged age appropriate participation
- Assisted children with swim skills goals to accomplish
- Documented and distributed each child's progress and swim levels

SKILLS

Proficient in Spanish
Effective oral and written communication skills
Proven project and event management abilities
Leadership and teamwork abilities