

Benjamin A. Bonaventure

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Current Address:

P.O. Box 1234

St. Bonaventure, NY 14778

Permanent Address:

5555 Francis Lane

Rochester, NY 14444

Education

St. Bonaventure University, St. Bonaventure, NY

Anticipated date: May 20XX

Bachelor of Business Administration; Finance

GPA: Major 3.50/4.00, Overall 3.75/4.00

Relevant College Coursework: Introduction to Financial Accounting, Calculus for Management & Social Sciences, Microeconomic Principles

St. James High School, Rochester, NY

June 20XX

Regents Diploma with Honors

Honors

Dean's List, St. Bonaventure University

Fall 20XX

"Best Extemporaneous Spoken Spanish Award" Recipient

October 20XX

Selected Senior, "Most Likely to Succeed", St. James High School

20XX

National Honor Society Member

20XX-20XX

Leadership

Captain, St. James High School Basketball Team; Buffalo, NY

20XX-20XX

- Successfully managed both academic & sport schedules
- Led team to win state championship title
- Awarded *Most Valuable Player*

President, St. James Senior Class; Buffalo, NY

20XX-20XX

- Directed Fall Homecoming Weekend (supervised 25 volunteers and provided oversight to catered dinner, dance, publicity and related events)
- Co-managed class fund raising with Vice President (raised \$1,500 for school events)
- Served as student representative on High School Discipline Committee (helped establish behavioral guidelines and heard discipline cases)

Activities/Service

College:

Volunteer, Warming House Soup Kitchen

Member, Students for the Mountain

High School:

Tutor, Community Tutor Program

Volunteer, 'Feed the Poor Campaign'

Employment

Playground Supervisor, Rochester Division of Public Parks; Rochester, NY Summers, 20XX-20XX

- Supervised staff of 3 team members
- Planned daily activities for children, K-6
- Ensured cooperative and constructive interactions between staff, children and parents

Skills

Transferable

Leadership and teamwork abilities

Excellent written and verbal communication skills

Fluent in Spanish

Computer

Comprehensive knowledge of Microsoft

Office: Word, PowerPoint, Excel

Adobe Photoshop