

SAMANTHA STUDENT

2 Lucky Drive

Lake Success, NY 10023

(123) 456-7890

OBJECTIVE To gain valuable editorial experience through an internship in publishing.

EDUCATION **City College of the City University of New York**
Bachelor of Arts in English May 2002
Minor: Media Communication Arts GPA: 3.2

**HONORS/
AWARDS** Dean's List, City College 1999
Four Year Honor Award, A. Phillip Randolph H.S. 1994 - 1998
National Honor Society 1998

EXPERIENCE **Police Athletic League, NY, NY** 6/99 — 9/00
Site Coordinator
• Provided educational and recreational activities in a supervised and safe environment.
• Mediated conflicts; resolve problems.
• Scheduled parent feed back sessions.

The Gap Inc. NY, NY 05/98 - 08/99
Sales Associate
• Worked closely with store Manager and other Sales Associates in generating optimal sales and upholding a high customer service standard.
• Determined customer needs and provided helpful and courteous service.

ACTIVITIES *Editor-in-Chief*, High School Newspaper
Recognized by the American International Colleges as the best high school newspaper in the country.

Captain, Speech and Debate Team
• Competed in various forensic events at state and national levels, including New York State Forensic League and National Forensic League Championships.

Volunteer, St Francis Hospital
• Performed various tasks throughout the hospital ranging from working with patients in physical therapy to filing medical records and charts.

SKILLS *Languages:* Fluent in German; Semi-fluent in Spanish
Computer Skills: Windows 98, 95
Applications: Microsoft Word, Excel, Outlook Express, Access, Internet Explorer
Graphic: Adobe Page Maker
Key Abilities: Excellent communications skills, strong leadership and organizational abilities

INTERESTS Golf, Fitness, Literature, and Music