

UPPER CLASS RESUME SAMPLE

Sara A. Athlete

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Current Address:

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EDUCATION

Vanderbilt University

Bachelor of Arts, May 2003
Economics and Spanish majors
GPA: Economics 3.50/4.00, Spanish 3.00/4.00, Overall 3.20/4.00

Nashville, TN

JFK High School

June 1999 Top 10% of class

Baltimore, MD

HONORS

Dean's List-Spring 2002

Alpha Lambda Delta-Freshman Academic Honorary, 2000

ACTIVITIES

NCAA Division I Basketball-Team Captain, Lead members of team and insure that team works together harmoniously 2001-present. *Member*, Engage in teamwork and practice 20 hours a week, 1999-present. 2001 NCAA Tournament Elite 8 team.

Vuceptor-Team Leader of academic orientation program to ensure successful transition to college of ten incoming students, 2002

Alternative Spring Break-Site Leader, Coordinated team of 12 students. Constructed wheelchair ramps for disabled veterans in Little Rock, AR, 2002; *Participant*, Built homes for flood victims in Costa Rica, 2001

Rho Rho Rho Sorority- Philanthropic Chair, Developed philanthropic events designed to improve Nashville area and Vanderbilt campus, 2001. *Member*, 2000 Present

EXPERIENCE

MicroDell Computer Corporation

Financial Analysis Intern, Summer 2002
Prepared cost-run analyses, weekly and monthly production reports. Issued product close-out evaluations. Performed internal audit functions.

Austin, TX

Vanderbilt University Recreation Center

Equipment Inventory Assistant, Summer 2000
Assisted with keeping track and maintaining equipment for various sports. Developed EXCEL database to help keep track of equipment.

Nashville, TN

Bosc's Pizza Kitchen

Host/Server, Summer 2000 *Server*, Summer, Fall 1999
Provided quality service to customers through both serving and hosting.

Nashville, TN

Camp Pawapi

Camp Counselor, Summers 1997 and 1998
Basketball instructor for girls ages 9-16. Gained leadership skills by mentoring seven 11 year-old girls as a cabin counselor.

Baltimore, MD

SKILLS & INTERESTS

Computer Experience: Comprehensive knowledge of Microsoft Word, Excel, and Powerpoint. Proficient in both written and spoken Spanish. Certified SCUBA.