

John Doe

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OBJECTIVE

Seeking a part-time position that uses my strong communication and interpersonal skills.

EDUCATION

Jefferson Community and Technical College
Associate of Arts

Louisville, KY
Presently Attending

SUMMARY OF SKILLS

- Communicates effectively, both verbally and in writing.
- Team player who excels in developing rapport with others.
- Strong analytical and organizational abilities.
- Motivated self-starter who exhibits excellent leadership skills.
- Proficient in using Microsoft Office, including Word, Excel, and PowerPoint.

EXPERIENCE

Kentucky Humane Society
Volunteer

Louisville, KY
8/2016 to Present

- Demonstrate a strong attention-to-detail by thoroughly cleaning animal kennels.
- Assist in coordinating birthday parties for children ages 6-12 at the main Humane Society campus.
- Exhibit initiative and leadership skills through serving as a summer counselor at the Lifelong Friends camp, which is a weekly camp providing youth the skills to appropriately train their animals.

Floyd Central High School
Newspaper Staff

New Albany, KY
1/2016 to 5/2017

- Displayed strong communication skills by writing three bi-weekly articles for the school newspaper.
- Demonstrated excellent interpersonal and listening abilities by interviewing students, faculty, and staff for submissions.
- Exhibited creativity by assisting with the development of the paper's layout and overall design.
- Marketed the newspaper across Floyd Central's social media platforms.

HONORS AND ACTIVITIES

- **Beta Club**, Member, 2015-2017
- **National Honor's Society**, Member, 2015-2017
- **Student Council**, 2014-2016