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| Academy Student |
| 123 Main Way, Raleigh, NC • (919) 555-5555 • academykid@yahoo.com |
| Objective |
| Outgoing, dedicated student seeking summer internship in order to apply skills learned thru business, computer and accounting classes. Hoping to continue growth in leadership, team work and project coordination experience. |
| Education |
| Sanderson High School, Raleigh, NC Graduation Date: June 2013 GPA: 4.0/4.0  **Relevant Courses:** Computer Applications and Computerized Accounting, NEFE High School Financial Planning Program |
| **Academic Awards/Achievements:** National Honors Society, Presidential Service Award, Outstanding Academic Achievement during all terms, Sports Academic All Conference, Spartan of Excellence |
| Experience |
| **Eli Research Office Assistant**   * Organizing and Filing Office Papers * Preparing Retirement and New Hire Packages   **Academy of Finance**   * Obtained extensive knowledge of essential aspects of business and finance including: budgeting, networking, insurance   **YMCA**   * Applied leadership and social skills volunteering as a counselor and referee   **Additional Jobs –** Babysitting/Pet sitting, Pool Attendant Leadership **Tutor and Sports Captain**   * Assisted peers in mastery of math, accounting, and sports concepts   **Congressional Youth Leadership Conferences**   * Developed powerful leadership skills, selected to administrate the simulation of international conferences including United Nations, World Trade Organization, and UN Security Council * Junior National Young Leaders, Junior National Young Leaders Alumni * Presidential Youth Inaugural Conference * Global Young Leaders Conference   **Youth Board, Student Council, and YMCA Leaders Club**   * Represents and leads Junior class at church youth group, the YMCA and school * Plans community events * Dedicated member for 3 years |
| Essential Skills |
| * Efficient in Word, Excel(spreadsheets), PowerPoint, Access, and Publisher programs * Project management skills and ability to multi-task * Upbeat and optimistic personality |
| References |
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