

YOUR NAME

12 Massachusetts Ave. | Boston, MA 02132
(781)-000-0000 | yname@suffolk.edu | LinkedIn: [Linkedin.com/yourname23](https://www.linkedin.com/yourname23)

PROFILE

Sociology student with strong customer service and communication skills and experience analyzing customer needs and creating solutions. Demonstrated success supporting community programs, with special focus on children and teens. Seeking a full-time position at a youth-serving non-profit organization in Boston.

EDUCATION

Suffolk University Boston, MA
Bachelor of Science Candidate Sept. 2018–May 2022
Major: Sociology
GPA: 3.4; Member, Program Council

Boston Latin School Boston, MA
High School Diploma June 2018

EXPERIENCE

Parkway Community YMCA West Roxbury, MA
Assistant Site Coordinator – Summer Program Sept. 2017–present

- Promoted from Group Leader to Assistant Site Coordinator
- Oversee the planning and implementation of age appropriate activities/field trips
- Accountable for children ages 9-14 and the supervision of staff
- Serve as Acting Site Coordinator during Site Coordinator's absence
- Manage behavior and ensure safety of all children

Harvard University, Department of Education Cambridge, MA
Office Clerk Oct. 2015–Aug. 2016

- Filed, copied, typed, performed office inventory, and completed data entry projects for faculty
- Answered phones; greeted parents, students, and faculty; and set up appointments for students with faculty
- Mailed out letters, made labels, and assisted in sending out confidential materials

Urban Outfitters Boston, MA
Sales Associate Jan. 2014–Aug. 2014

- Greeted and assisted customers; closed sales
- Utilized different marketing techniques to gain more sales
- Ensured a safe and friendly environment for customers and employees

Boys & Girls Club of Boston Boston, MA
Group Leader June 2013–Aug. 2013

- Mentored and engaged with children ages 5-12
- Planned and implemented daily physical and educational group activities

SKILLS

- Fluent in French
- Proficient in MS Word, Excel (intermediate), PowerPoint
- CPR and First Aid Certified