

Your Name

Phone Number | your@email.com | 123 Your Address City, State, Zip Code

EDUCATION

Bachelor of Fine Arts in **DEPARTMENT**
Massachusetts College of Art and Design – Boston, MA

anticipated May 2023

LEADERSHIP EXPERIENCE

John Adams High School - Philadelphia, PA

Yearbook Editor

2018-2019

- Responsible for layout and production of yearbook utilizing Adobe InDesign
- Coordinated schedules of students on yearbook committee
- Communicated with family members of students regarding submission of materials for family messages

Co-Captain of Varsity Volleyball Team

Fall 2017 & Fall 2018

- Worked with fellow co-captains to develop a sense of community among team members
- Ensured all team members were informed of practice times, games and other team commitments

WORK EXPERIENCE

The Max – Pacific Palisades, CA

Waitress

2015-present

- Provide exemplary customer service to patrons
- Responsible for memorizing and placing orders as well as delivering them in a timely manner

Dunder Mifflin Paper Company – Scranton, PA

Summer 2018

Assistant to the Regional Manager

- Responsible for recruiting new clients
- Placed paper orders for clients through the main office
- Assisted the manager in planning activities to raise staff morale

ADDITIONAL SKILLS

- Proficient in Adobe Suite