

John Smith

(000) 123-4567 - johnsmith@gmail.com

SKILLS

- Linguistic Skills: Spanish (proficient)
- Technical Skills: Google Docs, Microsoft Suit, Email
- Leadership Skills: public speaking, conflict resolution, clear and direct communication

ACHIEVEMENTS

- Student Honor Roll (2023)
- Student of the Marking Period - World History (2024)

EDUCATION

Bronx Leadership Academy II, Bronx, NY - High School Diploma
Anticipated Graduation - June 2026

EXTRACURRICULAR ACTIVITIES

Babysitting, Bronx, NY

November 2022 - Present

- Provided daily care for two children, ages 6 and 9, ensuring a safe and engaging environment
- Prepared nutritious meals and snacks to meet children's dietary needs
- Supported homework completion across multiple subjects

iMentor, Bronx, NY

September 2023 - Present

- Maintain regular online communication through online projects and monthly events with a professional advisor
- Develop professional skills and mindsets through career exploration and postsecondary planning