

# MALCOLM A. REYNOLDS

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## EDUCATION

**International Studies Academy**, San Francisco, CA **3.0 / 4.0 GPA**

May 2012

*High School Diploma in progress*

- Completed XXX number of credits to date
- Anticipated graduation in Spring of 2012

### Teacher's Assistant

August 2011- Present

- Responsible for taking class attendance
- Managing the class notes
- Tutoring students after school and at lunch

## EXPERIENCE

**Dairy Queen**, San Francisco, CA

April 2009 – Present

*Cashier*

- Assist guests by taking orders and ensuring customer satisfaction
- Manage cash register, take money, and create change
- Serve as liaison between kitchen staff and clients

## ACTIVITIES AND LEADERSHIP

**Larken Streer Youth Center**, San Francisco, CA

September 2008 - Present

- Met weekly with elementary-school students at neighborhood youth center
- Assisted students with homework and reviewed academic content to increase student achievement

**Boys and Girls Club**, San Francisco, CA

June 2008 – July 2009

- Coached a youth basketball team composed of 15 6th-graders to develop fundamental basketball skills and an appreciation for camaraderie and sportsmanship
- Volunteered weekly to assist full-time staff with administrative tasks: filing, phone calls, data input and database management, typing, copying, collating

## SKILLS

### Computer Skills

- Operating systems: Microsoft Windows XP and Macintosh Leopard
- Programs: Proficient in Microsoft office suite (e.g., Word, PowerPoint, Excel) Macintosh programs (e.g., iMovie, iDVD, iWeb, GarageBand, FrontPage)
- Web Design: Trained in effective and functional design and coding

## INTERESTS

Reading – Running – College Basketball – Web Design – Video Game Design