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# Student Name

(123) 456-7890 · student.name@gmail.com

## EDUCATION:

North Shore High School

August 2010 – May 2014

Weighted GPA: 5.0

Unweighted GPA: 4.0

SAT: 1600

ACT: 36

Relevant Coursework: News Writing & Editing, Style & Editing Workshop

## EXPERIENCE:

Preemptive Love Coalition, Kurdistan, Iraq

May – July 2013, 2014

Copywriting Intern

- Edited, managed, wrote 2-3 blog posts/week for the organization's blog for 8-10 weeks/summer
- Co-wrote and edited 2 screenplays for the organization's video log (2013)
- Planned and taught ESL curriculum to 15+ Kurdish students twice/week for 5 weeks (2014)

The Rice Foundation, Copan, Honduras

June – July 2012

Spanish Translator

- Translated for 3 American medical groups in triage, pharmacy, and school settings
- Wrote newsletter re: field stories and project updates to potential donors

## SKILLS:

Analytics

- Basic knowledge in SQL, Microsoft Access, Excel pivot tables

Computer

- Proficient in Google Apps for Education, Google Apps for Work, Adobe InDesign, Microsoft Office
- Basic knowledge in html, SEO, WordPress, and Adobe Illustrator

Language

- Spanish (conversational)
- Mandarin (basic)
- Modern Standard Arabic (basic)