

FROSH STUDENT

VU Box 1234
800 Lancaster Ave.
Villanova, PA 19085
Frosh.student@villanova.edu

4321 Safari Drive
Miami, FL 54321
(432)123-4567
C (432)789-7654

OBJECTIVE

To obtain a summer business position related to marketing and finance

EDUCATION

Villanova University, Villanova, PA
Bachelor of Science, College of Commerce and Finance May 2009

South Coral High School, Miami, FL
Honors Student, Top 10% of Class June 2005
Accumulated 12 AP credits

LEADERSHIP/ACTIVITIES/VOLUNTEERING

College:

- Special Olympics
- Campus Ministry
- Intramural sports

High School:

- Junior and Senior Class Treasurer, coordinated funds for class of 500+
- National Honor Society, Vice President, coordinated guest speakers and fund raisers
- Varsity Soccer and Basketball, Captain of both teams
- Debate Team, finished 2nd in state competition
- Student Leadership Organization
- Guidance Office Peer Educator, spoke to new students and incoming freshman
- Volunteer at Good Samaritan Hospital

WORK EXPERIENCE

Miller-Robertson, Inc., Coral Gables, FL
Administrative Assistant Summer 2005

- Exposed to all areas of operation of mid-sized business
- Communicated effectively with clients and potential customers

Estee Lauder, Inc., Miami, FL
Sales Associate Summers 2003-04

- Rewarded for top sales numbers on three occasions

Child care for various families (home and school) 2001-present

- Currently work 15+ hours per week

SKILLS

Proficient in Spanish; Experience with MS Front Page, Excel, Power Point, Word