

John Doe

5312 Pancake Drive
Syrup, XX 99999

XXX-XXX-XXXX
johndoe@gmail.com

EDUCATION

Non-Target University

Grad. Date: Dec. 2016

Honors Program

Majors: Finance, MIS

GPA: 3.4/4.0 **ACT:** 34

EXPERIENCE

Non-Target University Student Funds Committee

Waffles, XX

Student Groups Committee Member

Nov. 2014 – Present

- Part of a 5 person team that allocates more than \$900,000 to student organizations at the Non-Target University
- Assess the funding needs of 46 student groups by analyzing past financial records and listening to clubs defend their requests

Retailer

Waffles, XX

Front End Assistant

Nov. 2014 – Jan. 2014

- Developed a strong work ethic while performing duties such as loading carts and cleaning tables
- Displayed a positive and friendly attitude while satisfying customer needs

Math Tutoring Center

Waffles, XX

Instructor

May – Sep. 2014

- Worked directly with students to pinpoint mistakes and improve their skills resulting in better grades for students
- Taught topics ranging from basic addition to advanced calculus

LEADERSHIP

Undergraduate Consulting Club

Waffles, XX

Chief Information Officer

Dec. 2014 – Present

- Design and update club website with weekly company events and resources
- Send official weekly emails to more than 600 members informing them of events and opportunities

Language Club

Waffles, XX

Treasurer

Sep. 2014 – Present

- Manage club funds of \$400 to host events such as movie nights and authentic Indian food for club members
- Help club members improve their language skills through informal conversations and presentations

HATS Volunteer

Waffles, XX

Assistant Hindi Teacher

Sep. 2010 – May 2014

- Engaged students in weekly lessons through informal Hindi conversations and gave feedback through weekly emails
- Assisted in grading and teaching topics, including vocabulary, sentence structure, and grammar

ACHIEVEMENTS

- AP National Scholar May 2014
- 1st Place Science Bowl State Championship Feb. 2014

SKILLS & INTERESTS

Languages: Fluent in Hindi

Technical Skills: Java, Python, C++, Wordpress

Interests: Track meets, Martial Arts, Investing, Poetry