

# FIRST NAME LAST NAME

city/state/zip | mobile number | email | personal LinkedIn URL

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## EDUCATION (List most recent to oldest)

University of Nevada, Las Vegas Las Vegas, NV  
Bachelor of Science in Business Administration, Pre-Business Expected: Dec 2020

- GPA: 3.2 (add 3.0 or above)

Western High School Las Vegas, NV  
High School Diploma May 2016

- Awards:  
National Honor Society, National Merit Scholar
- GPA: 3.5

## WORK EXPERIENCE

YMCA Las Vegas, NV  
Front Desk Receptionist Jan 2015 - Present

- Greet and assist members as they entered the facility
- Process membership and class registrations
- Maintain database of membership information

Private Child Care Las Vegas, NV  
Babysitter Sept 2014 - Jun 2016

- Provided afterschool care to three elementary school children
- Assisted children with homework and projects
- Drove children to afterschool activities in a timely manner

## ACTIVITIES (List most recent to oldest)

Western High School  
Woman's Track Team - Member and Co-Captain (Fall 2015 and Spring 2016)

- Practiced five times a week
- Led group runs and stretches at captain's practices
- Placed 1<sup>st</sup> in 1000m dash at Las Vegas League Meet

Las Vegas Animal Shelter Las Vegas, NV  
Volunteer Jun 2013 - Jul 2015

- Showed visitors cats and dogs that were available for adoption
- Assisted customers with completing adoption paperwork
- Completed a total of 50 hours

## SKILLS

Microsoft Office Suite  
Spanish (Intermediate)  
First Aid and CPR