

Example of First Year Resume, includes high school experience

Betty Bates

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EDUCATION

Bates College, Lewiston, Maine

Expected Graduation May 2028

Bachelor of Arts Major: Undeclared

- Relevant Coursework: Arts and Spirituality: Art Making and Aesthetic Experience as Conduits for Reflection and Connection (First Year Seminar), Sociology: Contemporary Social Problems: Sociological Perspectives, Politics: Gender, Power, and Politics, Elementary Spanish

The Young Women’s Leadership School, New York, NY

August 2020 - May 2024

Advanced Regents Diploma, GPA: 3.6/4.0

- Honors & Awards: Academic Excellence Award (2021 - 2023)

WORK EXPERIENCE

Tutor, New York, NY

May - August 2024

- Tutored elementary and middle school students in writing and mathematics virtually

The Young Women’s Leadership Network, Office Assistant, New York, NY

May - June 2022

- Scheduled appointments, uploaded and updated files onto Outlook's SharePoint
- Organized items and documents for network-wide virtual events

EXTRACURRICULAR ACTIVITIES

Bates College Women of Color Group, Member, Lewiston, ME

August 2024 - Present

- Women of Color addressing the issues of racism, sexism and other forms of systemic oppression in the lives of women of color and strives to celebrate the differences amongst women of color

Harlem Educational Activities Fund, Inc. (HEAF), Member, Boston, MA

October 2020 - Present

- Participate in youth development retreats, innovative elective classes, and college/career advising

Latinas on the Verge of Excellence, Member, New York, NY

May 2021 - August 2021

- Engaged in mentorship with a New York University student while discovering facts about the college application process, college social life, and time management strategies

Step Up Women’s Network, Member, New York, NY

September 2020 - February 2021

- Received tips on how to be empowered as a young woman by participating in thought provoking activities that encourage self-reflection

SKILLS

Technical: Microsoft Office, GSuite, social media

Languages: Beginner Spanish