

Example of First Year Resume, includes high school experience

Betty Bates

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EDUCATION

Bates College, Lewiston, Maine

Expected Graduation May 2029

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

Riverview Leadership School, New York, NY

May 2025

Advanced Regents Diploma, GPA: 3.6/4.0

- Honors & Awards: Academic Excellence Award (2032 - 2025)

WORK EXPERIENCE

Tutor, New York, NY

2022- 2025

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

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

June - Aug.

2025

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

LEADERSHIP ACTIVITIES

Bates College Women of Color Group, Lewiston, ME

Sept. 2025 - Present

Member

- 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), New York, NY

Oct. 2021 - Present

Member

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

Latinas on the Verge of Excellence, New York, NY

June - Aug. 2023

Participant

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

SKILLS

Technical: Microsoft Office, Google Suite, social media, Chat GPT

Languages: Beginner Spanish