

Sample Résumé

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DIANA SUAREZ

EDUCATION

- 2012–present **Grossmont Middle College High School**, El Cajon, CA 92020
 Will graduate June, 2013 with High School Diploma
 Concurrently enrolled in high school and college courses
- 2010–2011 **Valhalla High School**, El Cajon, CA 92020
 Enrolled in AVID and honors courses; 3.22 GPA

HONORS AND/OR AWARDS

- Spring 2011 Outstanding AVID Student Award for most improved performance and GPA
- Spring 2011 Alvarado Hospital Service Excellence Award and \$1,500 college scholarship as outstanding volunteer
- Fall 2011 Dean's List for 3.5 GPA fall semester
- Spring 2010 Track and Field "Best Newcomer" award for positive attitude and enthusiasm

EXTRACURRICULAR ACTIVITIES AND COMMUNITY SERVICE

- 2012–2013 **Yearbook Editor-in-Chief**, Grossmont Middle College High School: Created yearbook design, supervised editors and writers to ensure accuracy and deadlines, reviewed all photos and copy.
- 2011–present **Sunday School Teacher**, Presbyterian Church, Fletcher Hills, CA: Taught Sunday School for grades 7–11, taught community service program for children, collected canned food for Presbyterian Crisis Center.
- 2010–2013 **Girl Scout Gold Award Winner**, Troop 6733, Fletcher Hills, CA: Gold Award—created a video presentation of Holocaust survivors. Silver Award—organized a food-a-thon to feed 500 homeless.
- 2012–present **Team Captain, Varsity Lacrosse**, Grossmont High School: Recognized as most improved player in 2012. County Champions in 2013.
- 2010–present **AVID Student**: Enrolled in AVID (Advancement Via Individual Determination), elective for 4 years of high school to help prepare for college admission.

WORK EXPERIENCE AND INTERNSHIPS

- 2013–present **Hostess**, Denny's Restaurant, La Mesa, CA: Restaurant maintenance, cleaning, customer service.
- 2012–2012 **Front Lobby Receptionist**, Alvarado Hospital, San Diego CA: Greeted guests, answered phones, data entry of patient information.

REFERENCES

- John Smith**, English Teacher, Grossmont Middle College High School, (619) 555-5555, jsmith@gccd.edu
- Jane Smith**, Presbyterian Church Office Manager, (619) 555-5555, jsmith@mail.com