

John Smith

1 Reservoir Road, Morristown, NJ, 12345

Cell (555) 555-5555 Email: john.smith@scranton.edu

LinkedIn: www.linkedin.com/john-smith

EDUCATION

The University of Scranton Kania

Scranton, PA

Bachelor of Science, Accounting

May 2024

- Cumulative GPA: 3.52/4.00
- Loyola Scholarship recipient
- Dean's List

Scranton High School

Scranton, PA

High School Diploma

June 2019

- Cumulative GPA: 92/100

WORK EXPERIENCE

Morristown Parks and Recreation

Morristown, NJ

Head Lifeguard

May 2018 - Present

- Oversee all lifeguards and handle schedule management
- Manage customer service while demonstrating leadership by enforcing rules and regulations
- Direct guests who do not follow policies
- Provide emergency care when necessary

Scoop's Ice Cream

Morristown, NJ

Ice Cream Server

June 2017 - August 2020

- Operated a cash register for cash, check, and credit card transactions with accuracy
- Stocked and replenished merchandise according to store merchandising layouts
- Cleaned and organized the store, including the checkout desk and displays

John Smith's Landscaping

Morristown, NJ

Owner

May 2016 - August 2019

- Performed routine lawn and grounds maintenance tasks on a regular basis
- Operated all ground and gardening equipment safely and efficiently
- Generated and maintained all invoices to clients

EXTRACURRICULAR ACTIVITIES

- NCAA Division III Lacrosse

September 2020 - Present

- Tri-M Music Honor Society

November 2020 - June 2020

- Unified Sports

September 2015 - June 2020

- Lacrosse Team Captain

November 2019 - March 2020

LEADERSHIP/VOLUNTEERING

- Peer Ministry Leader, St. Patrick Church

March 2018 - Present

- Relay for Life

June 2015 - Present

- UConn Health Dental Finance Volunteer

June 2018 - August 2019

- Foreign Exchange - Education First

July 2015 - August 2018

- House of Bread Soup Kitchen

April 2014 - November 2017