**Jane Smith**

1499 N. State Street

San Jacinto, CA 92583

(123) 456-7890

janesmith@email.com

**OFFICE ASSISTANT INTERN**

Responsible student with great organizational and time management skills. Reliable and fast learner that can adapt easily to changing environments. Experience with guiding and helping others.

**EDUCATION**

Mt. San Jacinto College • San Jacinto, CA (Expected Graduation: Fall 2018)

Associate of Science (A.S.) in Business Administration

Hemet High School • Hemet, CA (2017)

High School Diploma; Graduated with Honors

**RELEVANT COURSEWORK**

Freshman Composition • Interpersonal Communication • Financial Accounting • Introduction to Business

**SKILLS**

Communication • Proficiency in Microsoft Word and PowerPoint • Leadership • Research

**AWARDS**

Golden State Seal Merit (2017)

Outstanding Mentorship to Our Students with Special Needs (2017)

Key Club International (2017)

**EXPEREINCE**

**Key Club International** • Hemet, CA • (2014-2017)

Volunteer

❖ Tutored freshman to junior year students attending Hemet High in math & English

❖ Assisted in picking up trash in Oceanside Beach every summer

❖ Served food in a homeless shelter every Thursday

❖ Assisted staff in afterschool program; managed sign-ins; ensured textbook return & provided students resources and information on computers

**Barefoot Photography •** Riverside, CA • (2016)

Volunteer

❖ Filed clients’ folders in an alphabetic order & ensured correct paperwork was in each file

❖ Greeted clients as they arrived and provided necessary paperwork before their photoshoot

❖ Cleaned props or wardrobes after each shoot; swept floor and wiped down counters

❖ Assisted photographer in holding props; ensured lighting was in a good frame; checked voicemails & recorded messages