

**Jane Doe**

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617-859-2365 janedoe@gmail.com

**Education**

*Newton South High School, Newton, MA*

*Graduation date: June 2021*

- Relevant Courses: AP Calculus, Honors Math, AP Biology, Honors Spanish 2 and 3, AP World History, Honors Literature and Composition

*Johns Hopkins CTY Online*

*Summer 2017-Summer 2018*

- Intensive summer courses for both AP Micro and Macroeconomics

**Experience**

*Paid Summer Tax Accountant Intern Geller & Associates, Boston, MA*

*Summer 2018*

- Filed DUAs, sales and meals taxes and compiled annual tax reports
- Organized bank statements, reconciled statements and completed Purchase & Sale agreements

*Economics for Leaders Tufts University, Medford, MA*

*July 2019*

- Selective Program teaching the integration of economics into the process of decision-making

*Paid Teaching Assistant The Math Club, Lexington, MA*

*September 2017-Present*

- Assist in preparing children grades 2 through 8 for the MOEMS (Math Olympiad) contest.
- Help find solutions to math problems to prepare for the Applied Math Challenge.
- Assemble packets for group lessons and set up technology for student use.

*TiE Young Entrepreneurs (TYE), Boston, MA*

*September 2017-April 2018*

- Collaborated with entrepreneurs and mentors to create a business plan for review by the TYE Boston board and placed 3rd overall in the competition.

**Athletics:** Varsity Tennis Team, Newton South High School

September 2018-Present

**Volunteer Work**

*Co-President, Cradles to Crayons*

*July 2017-Present*

- Raised money for the nonprofit and accepted into the Teen Leadership Corps program.

*Volunteer Leader, BINA Farm, Lexington, MA*

*July 2017-Present*

- Lead and sidewalked during therapeutic, recreational and hippotherapy lessons.
- Assisted with barn chores such as mucking stalls and feeding horses.

**Awards**

- George Lenchner Award 2017 Math Olympiad M Division
- 2016-18 Scholastic Art and Writing Awards (3 Gold Keys, 2 Silver Keys and 6 Honorable Mentions)
- 2016-18 National Spanish Exam Gold (Perfect Score) and Silver Medals

**Skills:** Strong Written and Oral Communication Skills, Powerpoint, Excel, fluent in Spanish.