**Student Name**

(123) 456-7890 ∙ student.name@gmail.com

**EDUCATION:**

North Shore High School August 2010 – May 2014

Weighted GPA: 5.0

Unweighted GPA: 4.0

SAT: 1600

ACT: 36

Relevant Coursework: News Writing & Editing, Style & Editing Workshop

**EXPERIENCE:**

Preemptive Love Coalition, Kurdistan, Iraq May – July 2013, 2014

**Copywriting Intern**

* Edited, managed, wrote 2-3 blog posts/week for the organization’s blog for 8-10 weeks/summer
* Co-wrote and edited 2 screenplays for the organization’s video log (2013)
* Planned and taught ESL curriculum to 15+ Kurdish students twice/week for 5 weeks (2014)

**The Rice Foundation, Copan, Honduras**  June – July 2012

**Spanish Translator**

* Translated for 3 American medical groups in triage, pharmacy, and school settings
* Wrote newsletter re: field stories and project updates to potential donors

**SKILLS:**

**Analytics**

* Basic knowledge in SQL, Microsoft Access, Excel pivot tables

**Compute**r

* Proficient in Google Apps for Education, Google Apps for Work, Adobe InDesign, Microsoft Office
* Basic knowledge in html, SEO, WordPress, and Adobe Illustrator

**Language**

* Spanish (conversational)
* Mandarin (basic)
* Modern Standard Arabic (basic)