

HIGH SCHOOL RESUME

from Resume Genius

contact

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career objective

Responsible and ambitious student (3.8/4.0 GPA) with excellent time management. Seeking to apply my customer service abilities and project/event planning skills to the Business Development summer internship at your company. Possess proven communication skills and a strong work ethic that will aid your company in meeting its milestones.

education

CLASS OF 2022, 3.8/4.0 GPA
Heritage High School
Charleston, SC

RELEVANT COURSEWORK

Intro to Business /
Entrepreneurship / Computer
Applications

awards

National Merit Scholarship Finalist
Academic Honor Roll

key skills

Spanish - Conversational



70+ WMP Typist



Google Suite



Customer Service



Project Planning / Budgeting



Public Speaking



volunteer experience

INFORMATION DESK ASSISTANT

MUSC Children's Hospital / August 2020–Present

- Greet hospital patients and visitors, and provide guidance in finding the proper patient room, clinic, or department
- Process and distribute mail and newspapers to patient rooms
- Help wheelchair-bound patients reach their destinations

VOLUNTEER

One80 Place Homeless Shelter / April 2019–November 2020

- Organized a schoolwide canned food drive that collected 400+ cans in one month (November 2018)
- Assisted in biweekly meal preparation and lunch service on Saturdays
- Processed incoming food donations and organized the food pantry, developing a new system of grouping items by expiration date to reduce monthly food waste by 15%

extracurriculars

- Model United Nations – President
- Student Council – Secretary
- National Honor Society
- Business Professionals of America