avery.smith@gmail.com (804) 888-8888

Work experience

**OBJECTIVE**

Motivated high school student with a solid academic record and involvement in extracurricular activities looking to apply leadership, organizational and team collaboration skills in a part-time role. Known for being detail-oriented, reliable, quick to learn new tasks, and passionate about community engagement and personal growth.

**EDUCATION**

Associates of Science in Business Administration: Expected 5/2025

J. Sargeant Reynolds Community College – Richmond, VA

High School Diploma: Expected in 05/2025

Highland Springs High School – Henrico, VA

**WORK EXPERIENCE**

* Chick-Fil-A – Henrico, VA – Crew Member – 04/24 to present
	+ Provide drive-thru and dine in customers with top customer service.
	+ Enthusiastically collaborate with other team members to meet goals and promote the company’s brand.
	+ Handle miscellaneous tasks as needed to support the team’s goals.
* ABC Child Care Center – Henrico, VA – Child Care Assistant – 11/23 to 03/24
	+ Assisted with the management of 15 after-school care children.
	+ Coached children in school subjects and aided in homework.
	+ Supervised children during playtime, reducing injuries by 25%.

**CLUBS AND EXTRA CURRICULAR ACTIVITIES**

* **Student Council President:** Lead over 20 initiatives for student activities and represented the student body.
* **Debate Club Member:** Competed in inter-school debates, winning two district-level competitions with an audience of over 300.
* **Yearbook Committee:** Assisted in designing and editing the school’s annual yearbook.
* **Community Service Volunteer:** Organized five charity events and participated in local outreach programs, achieving a 95% participation rate.

**SKILLS**

|  |  |
| --- | --- |
| * Research skills
 | * Microsoft (Word, Excel, PowerPoint)
 |
| * Written communication
 | * Event planning
 |
| * Problem-solving
 | * Leadership
 |
| * Team collaboration
 | * Dependable and responsible
 |
|  |  |

**ADDITIONAL SKILLS**

**Leadership and Teamwork**

* Led a team of five students in a group project that received top marks, improving collaboration and communication skills.
* Organized and directed three school events with over 500 guests, increasing student participation by 25%.
* Elected as a class representative, voicing students’ concerns and working with school administration.

**Organization and Time Management**

* Created a detailed study plan that helped classmates improve their grades by an average of 10%.
* Balanced a 3.8 GPA while participating in three extra-curricular activities, demonstrating excellent time management.
* Managed schedules and coordinated meetings as the president of the Student Council, reducing meeting times by 15%.