

GEORGE JONES

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Kissimmee, FL 34758

123-456-7891
georgejones@fakeemail.com

EDUCATION & AWARDS

High School Diploma
Poinciana High School
A/B Honor Roll
Varsity Soccer Player

Graduating May 2022
Kissimmee, FL
Weighted GPA: 3.4
2021-2022

WORK EXPERIENCE

Construction Laborer
Tito's Home Remodeling & Repairs

May 2021-August 2021
Kissimmee, FL

- Assisted in daily labor tasks related to construction site, including floorwork, carpentry, & window installation
- Facilitated conversations around quotes & designs with clients to ensure client satisfaction

Sneaker Reseller
Self-Employed

May 2020-May 2021
Kissimmee, FL

- Purchased, restored, & sold high-end sneakers, including Jordans & Nike
- Built & maintained positive relationships with clients to build clientele of repeat customers

Digital Content Creator
Lizmarie Ministries

June 2019-June 2020
Anasco, Puerto Rico

- Created weekly content for social media platforms to communicate gospel message
- Developed & maintained professional relationship & communication with social media followers
- Contributed to website management by uploading weekly sermons

LEADERSHIP & SERVICE

SGA Senior Class Representative
Poinciana High School

August 2021-Present
Kissimmee, FL

- Contribute to ongoing, student-led projects to help improve sense of belonging among students & improve campus culture
- Fundraise for events supporting school culture
- Help oversee dissemination of funds in SGA budget
- Survey students to assess student body concerns & needs
- Attend weekly meetings to assist in planning & facilitation of student events

Student Intern
Poinciana High School

August 2019-Present
Kissimmee, FL

- Handled confidential records & notices responsibly while filing to maintain confidentiality
- Created reports for Principal's Secretary
- Conducted new student & family tours
- Entered student attendance data into school system
- Oversaw book return & check out in media center
- Organize library materials to ensure books were in appropriate place
- Cleaned & organized library common areas
- Maintained & updated inventory records