**Sample First Year Resume**

**Katherine Duchane**

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***Campus Address Permanent Address***

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**EDUCATION**

**Candidate for Bachelor of Arts in History**; Minor in Gender Studies, May 2016

Manchester University, North Manchester, IN

• Presidential Scholarship Award Recipient, 2012-present

• Personally financing 30% of college tuition

**Honors Diploma**, May 2012

McCullough High School, Austin, TX

* National Honor Society

• Daughter of the American Revolution Award Recipient, May 2011

• Graduated top 10% of class

**WORK EXPERIENCE**

**Gymnastics Camp Instructor**

YMCA, Austin, TX, Summers 2011 & 2012

* Taught class of approximately 25 middle school students gymnastics techniques
* Improved class communication by creating and publishing a weekly newsletter
* Managed time to complete warm-ups, training, and individual coaching

**Babysitter**, Austin, TX, March 2010 – August 2010

* Demonstrated responsibility as caregiver to various families for children three through ten years old
* Communicated well with parents and children

**COMMUNITY INVOLVEMENT**

**Volunteer**, Church/Community Dinner, Austin, TX, 2009-2012

• Worked with a team to provide a monthly meal to approximately 25 local families in need

* Served and cleaned in a fast-paced environment

**Team Leader**, Church Youth Group, Austin, TX, Spring 2011

• Coordinated registration for over 50 members for attend a two-week mission trip

**PROFESSIONAL SKILLS**

Communication; Customer Service; Organization; Instruction; and Research

Elementary Spanish (three years of study)