

KATHERINE AWESOME

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81st avenue Apartment 1
Fun Place, NY 11372
(212) 555-555

EDUCATION

September 2006-Present

THE YOUNG WOMEN'S LEADERSHIP SCHOOL OF ASTORIA, ASTORIA, NEW YORK

Date of Expected Graduation: June 2013

Advanced classes: Spanish

Interests: Networking, Engineering, Leadership, Science, Mathematics, Technology, Medicine

STEP UP WOMEN'S NETWORK, NEW YORK, NY

Young Luminaries Program Participant

Career development program which prepares students for placement in paid summer internships through workshops on resume writing, interviewing, networking, public speaking, and financial management.

EXPERIENCE

June 2009-Present

CCC RENOVATION, LONG ISLAND CITY, NY

Project Manager's Assistant

- Write project proposals for business acquisitions
- Negotiate final terms in pricing
- Input and manage project budget data on Microsoft Excel

September 2009-Present

PRIVATE TUTOR, NEW YORK, NY

- Develop lesson plans
- Review homework
- Create test preparation activities for students

ACTIVITIES

THE YOUNG WOMEN'S LEADERSHIP SCHOOL OF ASTORIA

- Rugby Team, *Member*
- Chorus, *Member*
- Girl Up United Nations Foundation, *Team Leader of event planning, public speaking, writing, and music*
- Think Quest NYC, *Founder*

ROW NEW YORK

- Crew/ Rowing Team, *Member*

SKILLS

Proficient in Microsoft Word, Excel, and PowerPoint

Proficient in web and graphic design

Proficient in Google Sketch Up

Fluent in Spanish