

Shauna B. Student

**100 Main Street #2
Boston, MA 02124
(617) 555-5555**

Education

English High School
Jamaica Plain, MA
Projected Graduation: June 2002

Work Experience

Brigham and Women's Hospital June 2000- Present
Boston, MA
Office Assistant

- Proficient with copy and fax machines
- Distribute mail and payroll checks
- Answer the telephone/filing
- Special projects as needed

Froio Management Group, Inc. 1998-2000
Cambridge, MA
Cashier

- Handled large sums of money
- Provided customer service

Massachusetts Horticulture Society Summer 1998
Boston, MA
Green Team Summer Intern

- Assisted with the cultivation and planting of flowers and trees

Interests and Activities

- Danced at school-sponsored Multicultural World Festival, 1999
- Invited to participate in Flower Festival, 1999
- Competed in Mass Pep Structural Engineering Event, 1998
- Ongoing Participation as a Pro-Tech Student in Health Care
- Yearbook Committee
- MY TURN, Inc. Career Development Conference Fashion Show

Volunteer Service

- Volunteered as instructor for City Year Event, 2000
- Volunteered at Mile-mark points for Boston Marathon, 1999, 2000
- Participated in 20 mile Walk for Hunger, 2000

Awards

- Awarded First Place in the Boston Public Schools indoor and outdoor Track and Field, 1997-1999
- English High School Honorable Mention for good grades
- MY TURN Certificate of Achievement
- Perfect Attendance Award for English High School
- MY TURN, Inc. Career Development Conference medal