1 Reservoir Road, Morristown, NJ, 12345 Cell (555) 555-5555 Email: john.smith@scranton.edu LinkedIn: www.linkedin.com/john-smith

EDUCATION

The University of Scranton Kania

Bachelor of Science, Accounting Cumulative GPA: 3.52/4.00 Loyola Scholarship recipient Dean's List

Scranton High School

High School Diploma Cumulative GPA: 92/100

WORK EXPERIENCE

Morristown Parks and Recreation

Head Lifeguard

Oversee all lifeguards and handle schedule management Manage customer service while demonstrating leadership by enforcing rules and regulations

Direct guests who do not follow policies

Provide emergency care when necessary

Ice Cream Server

Owner

June 2017 - August 2020

Operated a cash register for cash, check, and credit card transactions with accuracy Stocked and replenished merchandise according to store merchandising layouts Cleaned and organized the store, including the checkout desk and displays

Morristown, NJ

May 2016 - August 2019

Performed routine lawn and grounds maintenance tasks on a regular basis Operated all ground and gardening equipment safely and efficiently Generated and maintained all invoices to clients

EXTRACURRICULAR ACTIVITIES

NCAA Division III Lacrosse Tri-M Music Honor Society

September 2020 - Present

May 2024

Scranton, PA

June 2019

Scranton, PA

Morristown, NJ May 2018 - Present

Morristown, NJ