

STANLEY SPARTAN

1234 Street Address Lane | Highlands Ranch, CO 80129 · 123-456-7891
stanleyspartan@gmail.com · (can link social media, portfolio, or website if applicable)

OBJECTIVE If you are applying for a job or internship you can include an Objective here below the heading.

AREAS OF EXPERTISE

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| <ul style="list-style-type: none">• Experienced writer & editor• Bilingual: English & Spanish | <ul style="list-style-type: none">• Adobe Photoshop expert certified• CPR certified |
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EDUCATION

2016 - 2020

STEM SCHOLAR, STEM SCHOOL HIGHLANDS RANCH

GPA: 3.7 | SAT SCORE 1400 | ACT SCORE 31

***you can include your GPA if it is a 3.5 or above on 4.0 scale and/or ACT (above 30) or SAT (above 1350)**

WORK EXPERIENCE

AUGUST 2018 – MAY 2019

EDITORIAL INTERN, THE DENVER POST

- Interviewed sources and research topics in-depth
- Wrote on well-researched article per week

MAY 2017 – JUNE 2018

LIFEGUARD, HIGHLANDS RANCH POOL

- Monitored swimming areas for rule violations
- CPR certified
- Assisted in maintaining pool facilities and recreation areas surrounding pool
- Supervised entertainment activities and birthday parties
- Worked assigned shifts at check-in and concession stands

CLUBS & ORGANIZATIONS

National Honor Society – STEM School Highlands Ranch

2016 – present

- Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collected food for the Denver Food Bank (40 hours), and organized the Honor Society Induction Ceremony.
- Required to maintain a high level of academic success and volunteer to stay in organization

Yearbook Committee Member – STEM School Highlands Ranch 2017 – 2018

- Editor-in-Chief of yearbook staff. Leader of design and publication teams from initial layout through finished product (2018).
- Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars (2017).

COMMUNITY SERVICE

Big Brothers/Big Sisters – Denver, Colorado 2017 – present

- Assisted with and participated in group activities and field trips
- Monitored youth during activities
- Tutored math and science students ages 8 – 13 and assisted with homework assignments

Sloppy Kisses Animal Rescue – Highlands Ranch, Colorado 2018 – present

- Walked dogs for 5 hours per week
- Responsible for feeding and giving cats and dogs water
- Responsible for cleaning dog kennels and cat litterboxes once a week
- Assisted with local Animal Adoption Events on weekends

HONORS & AWARDS

Academic Excellence Award 2017, 2018
 Academic Achievement award for students who maintain at least a 3.75/4.0 GPA and do not not earn a grade less than a 85 during the school year.

U.S Media Association Scholarship Recipient 2017
 Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.

Best High School Newspaper Design Winner 2015
 Central State Regional Communications Contest, sponsored by Communications Department at Colorado State University