

Rhett Terrier

595 Commonwealth Avenue, Boston, MA 02215
617-555-5555 • questromudc@bu.edu

EDUCATION

Boston University Questrom School of Business, Boston, MA May 20XX

Bachelor of Science Business Administration

GPA: 3.5

Activities: BU Marketing Club, Black Business Student Association, BU Girl Gains Club

Fort Hamilton High School, Brooklyn, NY June 20XX

GPA: 3.8

Awards: Principal's Honor Roll 2013-2017, Valeria Reyes Award

Activities: Model UN, National Honor Society, Key Club, Student Government

WORK EXPERIENCE

YMCA, Brooklyn, NY June 20XX-August 20XX

Camp Counselor

- Increased camp efficiency by maintaining accurate program records including incident reports, logbook documentation, and daily attendance
- Provided recreational activities to 30 campers by organizing and leading small and large group activities including crafts, songs, and games
- Reduced camper behavioral issues by identifying and responding to incidents quickly; filed incident reports

VOLUNTEER EXPERIENCE

Beaconhill Medical Center, Brooklyn, NY December 20XX-March 20XX

Office Volunteer, Orthopedics Department

- Organized confidential patient files and collaborated with administrative director to allocate paperwork
- Utilized Outlook and Slack to scheduled interdepartmental meetings and communicated with medical representatives from health centers to troubleshoot patient issues

Salvation Army, Brooklyn, NY August 20XX - June 20XX

Office Volunteer

- Facilitated visitor care by coordinating weekly on-site meetings for social workers with Veterans, Elderly, and Low-income families
- Ensured accurate records for the community center by cataloging visitor documents in Google Docs

LEADERSHIP EXPERIENCE

National Honor Society – Fort Hamilton High School, Brooklyn, NY September 20XX-June 20XX

Recording Secretary

- Recorded attendance, prepared weekly minutes, and tracked participation in volunteer events of 250 members
- Designed the fall and spring newsletters using Canva and coordinated events with the Philanthropy Chair
- Communicated via email weekly recaps of meetings and agenda items discussed

Model UN – Fort Hamilton High School, Brooklyn, NY September 20XX-June 20XX

Delegate

- Collaborated with other delegates and countries to create and establish “working papers” which outlined the viewpoints and proposals to solve the given problem in aims of creating a comprehensive resolution
- Researched various countries and analyze laws, ordinances, and issues present to understand the populations
- Submitted several position papers prior to attendance at four conferences

SKILLS & INTERESTS

Computer: Microsoft Office Word, PowerPoint, and Excel

Language: Conversational Spanish

Interests: Weightlifting, International Travel, Netflix, Fiction Books