

Mock Resume



TIP SHEET

JAYCE ADAH

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OBJECTIVE

To pursue a career in [state your desired career path or other job goal].

EDUCATION

- La Guardia Community College**, Queens, NY Expected June 2023
- [Major: Management]
 - [Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales.]
- Mott Hall Bronx High School**, Bronx, NY June 2019

EXPERIENCE

- Retail Associate**, Uniqlo, New York, NY Sept. 2019-present
- Engage with at least 250 customers daily at the store.
 - Collaborated with team to create new feature on store app.
- Intern**, Office for People with Developmental Disabilities, Albany, NY May 2019-Aug. 2019
- Created task force bringing together 50 student advocates with disabilities throughout NYS for summer a conference.
 - Organized more than 500 project files for marketing department.

LEADERSHIP

- Student Advocate**, Mott Hall Bronx H.S, New York, NY Sept. 2018-June 2019
- Addressed 400 people for student government meetings and assemblies on behalf of students with disabilities.
 - Launched fundraiser to create new club for students with disabilities.
- Team Lead**, Food Bank of New York, New York, NY Dec. 2018
- Led student team for school holiday food drive serving 1,500 families in the community.
- Volunteer**, ASPCA E. 92nd St., New York, NY May 2017-June 2018
- Interacted with and provided information to approximately 35 adoption applicants each week.
 - Walked and cared for 15 dogs during two shifts weekly.

EXTRACURRICULARS

- School Band, Community Service Club, Basketball Team, Sorority/Fraternity, Art/Film/Book Club, Anime Club, Robotics League, Annual School 5K Fundraiser

AWARDS

- National Honor Society, Dean's List, Science Fair Honorable Mention, Student of the Month

SKILLS

- Bilingual in English/Spanish, proficient in CSS

