

SUSAN J. SMITH

623 Main Street, St. Augustine, FL, 32084 * Home Phone: (904) 791-5485 * Cell Phone: (904) 814-6578
Email: susan.smith@gmail.com

INTERNSHIP OBJECTIVE

To obtain a summer internship in 2017 that will enable me to further develop my skills in the area of business and fine-tune which aspects of business I want to pursue upon high school graduation.

EDUCATION

Pedro Menendez High School August 2014 – Present St. Augustine, FL

- Currently a junior
- Expected graduation date – May 2018
- VyStar Academy of Business and Finance – 3 years
- International Baccalaureate Program – 3 years
- Dual Enrollment – Introduction to Business - St. Johns River State College
- Dual Enrollment credits earned through IB classes to date - 24
- Weighted GPA - 3.8

ACHIEVEMENTS & ORGANIZATION/ATHLETIC MEMBERSHIPS

- Hold industry certification in Microsoft Office Specialist – Word, Excel, Powerpoint
- National Society of High School Scholars 2016-17
- FL Business Leaders of America 2014 – Present Secretary 2016-17
- Varsity Volleyball Team 2014 – Present Team Member
- Varsity Soccer Team 2014 – Present Team Member
- American Sign Language Club 2015 – Present Member

WORK EXPERIENCE

Schooner's Restaurant April 2015 – Present St. Augustine, FL
Hostess, Bus Person, Cashier

- Seat customers
- Clean tables when customers leave
- Process payments for customers

VOLUNTEER EXPERIENCE DURING HIGH SCHOOL – 75 hours to date

Relay for Life May 2015 Team Chair
Vacation Bible School-Anastasia Baptist Church June 2014 & 2015 Teacher Assistant
YMCA Day Camp Summer 2015 Camp Counselor