

Jane W. Fastweb

Summary

Motivated honor roll high school student, with proven leadership skills and a history of philanthropic involvement, seeking work experience and professional development opportunities.

Education

Fastweb High School

Fastweb City, FW

- 3.8 GPA
- Anticipated diploma May 20XX
- National Merit Scholar
- Honor Roll, Fall 2016 – Current
- AP & IB Coursework

Extracurricular and Volunteer Activity

Fastweb High School Tennis Team

Fall 2016 – Current

- Team Captain, Fall 2017 – Current
- Regional Champions, Spring 2018

Student Council

Fall 2016 – Current

- Secretary – record and compile all council meeting notes and disperse to student council members and administrators
- Assist and facilitate multiple school and community events, such as baked good drives, school dances and council as well as school-wide volunteer opportunities.

Fastweb City Food Bank

Fall 2017 – Current

- Assist with preparing, serving and cleaning up two evenings each month as well as special events, like Thanksgiving and Christmas Eve.

Skills

- Proven leadership and organizational skills both inside and out of the classroom within a variety of teams and groups.
- CPR and Safe Sitter Certified, Spring 2018
- Four years Spanish language learning, intermediate level
- Experience with Microsoft Suite and macOS.

Your First Resume

Katrin Zwirglmaier



Your First Resume:

The Complete Idiot's Guide to the Perfect Resume Susan Ireland,2002-12 Includes tips on writing an effective resume creating an accurate yet impressive job statement networking using software programs and other resume technologies and making the most of your experience [Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service](#) Anne Hart,2005-10-07 Here s how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client s competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective employers You ll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows Most frequently you ll be asked to write evaluate and repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific problems get results and reach a defined goal A resume writing business online can be combined with a career coaching enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service business and also a career coaching enterprise online from your home mobile location or office You can telecommute online and still help people find direction by offering information training or consulting services Here s how to open an online business at home presenting and packaging your clients competencies Make your living writing resumes business letters and being a job coach Help clients obtain appoints for interviews that may eventually lead to finding work Write and repackage resumes and all types of business correspondence from cover letters and follow ups to direct mail or trade show sales letters

The Community College Guide Joshua Halberstam,Debra Gonsler,2009-07-07 Bookstore shelves are crowded with books offering advice to college students yet astonishingly none of these books offer needed advice to the majority of college students in the United States those attending community college Of the approximately 21 million full and part time college students 11 million attend community colleges The Community College Guide aims to help fill this huge gap The authors of this book have decades of experience between them as professors and administrators in both two year and four year colleges have written numerous books for a general readership and thoroughly understand what community college students need to know to succeed in their college careers From how to apply to community colleges to what to expect from your courses from the truth about what you ll pay to actual financial aid opportunities The Community College Guide offers a wealth of information for the millions of American students who desire higher education at the community level

Conquering Your Workplace Dilip Saraf,2005-12 Today s growingly precarious workplace presents unprecedented challenges that perplex even veteran employees With the workforce going global the workplace virtual the payrolls leaner and the organizational hierarchies

flatter stressed out and discomposed workers want to understand success mantras With the inexorable workplace demographic shift age disparity is creating a difficult to comprehend employee dynamic Yet nothing has changed fundamentally that should discourage a savvy professional Conquering provides that bedrock foundation demystifying how today s organizations function and their workers behave so that you can understand even predict what is happening Learn why Managers make wrong assumptions about employees It takes skill to manage your manager and to know their functions When peers hijack your agenda you must coolly unleash your wrath Career management requires a road map and chutzpah Apprenticing in the right job sets your career trajectory Learning global cultures galvanizes your career Everyone must know how to handle customers Avoiding organizational sticky wickets can unblock success Knowing when you re in trouble is key to what s next Developing broader job perspectives can be liberating Real life insights and object lessons handy tools identifiable scenarios and timeless treatment make Conquering an indispensable playbook for today s global workforce

The Last Job Search Guide You'll Ever Need Steven John Rothberg,2002-09 [Reach for the Firefighter Badge!](#) Steve Prziborowski,2013-11-12 This book is intended to take over from where my first firefighter preparation book *The Future Firefighter s Preparation Guide* left off That book was intended on providing the future firefighter with a road map of what to do when starting out the journey to becoming a firefighter This book is intended to provide more focus on what to expect and more importantly how to be successful at the firefighter testing process which can vary from department to department This book will help future firefighters by providing a road map of how to best navigate the firefighter testing process so that they are successful in obtaining a position in the best career I am so fortunate to be a part of a career in the fire service If you have prepared for the position of firefighter by doing many of the things I suggested in *The Future Firefighter s Preparation Guide* and follow the suggestions within this book your chances for success will greatly increase **Wired Resume Guide, Version 2.0** Cengage South-Western,Tim Krause,1999-12 [Women of Color in Tech](#) Susanne Tedrick,2020-03-18 Highly Commended International Business Book from the 2021 Business Book Awards Nonfiction Book Awards Silver Winner from the Nonfiction Authors Association Winner of CompTIA s 2020 Diversity Technology Leader Spotlight Award Winner of a Technology Rising Star Award from the 2020 Women of Color in STEM Conference Break through barriers to achieve a rewarding future in tech *Women of Color in Tech A Blueprint for Inspiring and Mentoring the Next Generation of Technology Innovators* will help you overcome the obstacles that often prevent women of color from pursuing and staying in tech careers Contrary to popular belief tech careers are diverse and fun and they go far beyond just coding This book will show you that today s tech careers are incredibly dynamic and you ll learn how your soft skills communication public speaking networking can help you succeed in tech This book will guide you through the process of cultivating strong relationships and building a network that will get you where you want to be You ll learn to identify a strong knowledgeable support network that you can rely on for guidance or mentorship This step is crucial in getting young women of color into tech careers and keeping them

there Build your professional network to get the guidance you need Find a mentor who understands your goals and your struggles Overcome negativity and stay motivated through difficult times Identify and develop the soft skills that you need to get ahead in tech Read this book to help bring to life your vision of a future in tech With practical advice and inspiring stories you ll develop the right tools and the right mindset Whether you re just considering going into tech or you want to take your current career to the next level Women of Color in Tech will show you how to uncover the resources you need to succeed

The Career Coward's Guide to Resumes Katy Piotrowski,2008 This third book in the Career Coward s series helps readers tackle the Herculean task of assessing their strengths and creating a paper sales document about themselves In her friendly and comforting style career coach Katy Piotrowski walks readers through all the basic steps of writing a resume and cover letter that fairly promotes their strengths and experiences without sounding like bragging You ll learn how to determine what to include on your resume for great results develop your unique experiences into powerful resume content follow a foolproof process for creating a resume that works and write outstanding cover letters in just minutes **A**

Concordance to the Poems of Robert Browning Leslie Nathan Broughton,Benjamin Franklin Stelter,1925 **Handbook for Social Work Writing** Susan E. Mason,Wendy Zeitlin,2024-03-28 This concise accessible and engaging handbook offers a companion for social work students to acquire professional and competency based writing skills Written by experienced educators the book builds writing proficiency by introducing a social work based guide to academic writing and professional communication Each chapter addresses a specific area of social work writing and development progressing from coursework and beginning fieldwork to practice based assessments and reports The authors integrate a series of scaffolded activities throughout for readers to cultivate awareness and further technique and with sections explaining contemporary communication methods and common writing challenges readers will be prepared to use technology both to strengthen their writing and to ease the overall process Excellent for use in courses across the social work curriculum and as a personal guide the Handbook for Social Work Writing provides students with on the spot guidance for any type of academic or professional writing assignment *Harper's New Monthly Magazine* ,1878 *The Free Methodist* ,1906 *The Text Book of Advanced Freemasonry* Author of *The text book of freemasonry*,1873 *The Professional Resume & Job Search Guide* Harold W. Dickhut,1981 **Parliamentary Papers** Great Britain. Parliament. House of Commons,1907 *Resumes for Business Management Careers* Editors of VGM,2000-09-22 SERIES HEADLINE TEXT VGM PROFESSIONAL RESUME SERIES This series offers anyone the tools to craft a strong resume that stands out and will lead to interviews and job offers Up to date professional resume writing advice details the essential components of successful resumes and cover letters for any profession or background Includes a variety of resume formats tips on highlighting strengths and using active vocabulary and helpful worksheets for gathering personal information *Marketing Yourself for a Second Career* ,1982 *Infantry Journal* ,1929 **Resumes for Engineering Careers** ,2000 Provides detailed examples of engineering cover letters and resumes

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