**GRACE WANNAJOB**

[gwannajob@smcvt.edu](mailto:gwannajob@smcvt.edu) (802) 555-5555

Community-service focused athlete with strong skills in design and editing.

**EDUCATION:**

**SAINT MICHAEL’S COLLEGE**, Colchester, VT

Bachelor of Arts, Psychology

Anticipated graduation, May 2022

**CONCORD ACADEMY**,Concord, MA

Graduated, May 2018

**HONORS:** Dean’s List (Fall 2019)

National Honor Society (2017-2019)

Colby College Book Award (2019)

**ACTIVITIES:**

**SAINT MICHAEL’S COLLEGE PSYCHOLOGY CLUB**

2019-Present ***Member***

Participate in meetings on current issues in psychology and career preparation.

2018-2019 **CONCORD ACADEMY** **STUDENT COUNCIL**

***Senior Class President***

Attended student council meetings. Organized class events including dances, fundraisers, and trips. Generated over $1500 for the senior prom.

2017-2019 **THE ACADEMY PAPER**, Concord, MA

***Editor-in-Chief***

Identified potential news and feature stories for high school. Assigned writers and edited first drafts of stories. Designed layout. Sold advertisements and solicited new sponsors. Wrote various feature articles. Led staff meetings.

2015-2018 **CONCORD ACADEMY VARSITY SOCCER TEAM**

***Team Member***

**EXPERIENCE: SAINT MICHAEL’S COLLEGE**

Fall 2019- ***General Office Assistant, Career Education Center***

Present Provide students and employers with information about internships, upcoming events, and office policies. Schedule appointments, answer phones, and perform general administrative tasks.

Summers 2019- **PRIVATE FAMILY**, Concord, MA

Present ***Nanny***

Care for three young children, currently ages 3, 5, and 7. Prepare meals, organize activities, and stay with children overnight when parents are away.

**SKILLS:** Microsoft Office, Internet, working knowledge of Spanish

**INTERESTS:**  Writing, rollerblading, ultimate frisbee, and soccer