

# EMMA GOGETTER

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123 Herecome Lane, Cincinnati, OH 45231 — (513) 000-0000 — emma@hireme.com

## OBJECTIVE

Reliable and mature high school junior seeking a part-time position with a local financial services firm to gain experience for a future career in accounting.

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## EDUCATION

Northwest High School, 10761 Pippin Road, Cincinnati, OH 45231  
GPA: 3.0; Expected Graduation: June 2011

### Relevant Coursework

- Financial Services, a college-prep business program emphasizing personal finance, investments, real estate, insurance, entrepreneurship, accounting, economics, and law.
- Introduction to Technology; Accounting I, Public Speaking.

### Extra-Curricular Activities

- Business Professionals of America – Member, 2008-10; Treasurer, 2010.
  - BPA Regional Competition – Entrepreneurship Event, 2nd Place, March 2010.
  - Fall Leadership Conference, November 2009.
- Girls Soccer – Northwest High School, 2007-09; Team Captain 2009.
- Key Club – Member, 2007-Present.

### Academic Achievements

- Student of the Month, October 2009.
  - Honor Roll, Freshman, Sophomore, and Junior Years.
  - Perfect Attendance Award, Junior Year.
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## EXPERIENCE

### YMCA Lifeguard, Summer 2008 and 2009

- Monitored swimming areas for rule violations and drowning victims; assisted in maintaining pool facilities and recreation areas surrounding pool areas.
- Received “Best Employee” award in 2009; earned a 20% raise from 2008 to 2009.

### Lawn Mowing, Summer 2006 to Present

- Performed lawn mowing and landscaping services for local residences and businesses.
  - Expanded business from 5 customers in 2006 to 25 customers in 2009 through aggressive advertising in the community and positive word-of-mouth.
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## EMPLOYABILITY SKILLS

### Technology

- Experienced in Microsoft Office – Word, Excel, PowerPoint, Access, and Publisher.
- Received “Outstanding Achievement in Microsoft Award” in Financial Services, 2010.

### Problem-Solving

- Eager to help solve problems and provide excellent customer service.
- Volunteered as a Peer Mediator at Northwest High School, 2007-09.

### Interpersonal

- Participate actively and enthusiastically as a member of a team; experienced leader.
- Able to listen effectively and learn quickly; can take directions, instructions, and criticism well.