

# Joe Schmo

## Current Residence

Curtin Bldg., #0000  
University Park, PA 16802

Email: joeschmo@gmail.com | Mobile: (555) 555-5555

## Permanent Residence

55 Butterfly Dr.  
New York, NY 55555

## EDUCATION

---

**The Pennsylvania State University, Smeal College of Business**

**B.S. Risk Management, Actuarial Science Option**

Anticipated Minor: Statistics, Economics

**Eagle Peak High School**

Class Rank: 10/300

**University Park, PA**

Anticipated Graduation: May 2021

GPA: N/A

August 2013 – June 2017

GPA: 99%

## ACTUARIAL EXAMS / CERTIFICATIONS

---

Sitting for Exam P – Probability

May 2018

VEE Economics Credits (Econ 102 Credit Earned) – In Progress

July 2017

## VOLUNTEER WORK / WORK EXPERIENCE

---

**Volunteer and Paid Math Tutor**

**New York, NY**

*Mentor*

September 2014 – May 2017

- Mentored 4 different students in high school mathematics and developed communication skills
- Guided both a special needs student and an English Secondary Language (ESL) student to an increased understanding of mathematical material; learned leadership skills with diverse individuals
- Tutored 8 other students over the same 3 years with pay: \$10 per hour with over 60 logged hours

**Starbucks**

**New York, NY**

*Employee and Temporary Manager*

May 2015 – July 2016

- Encouraged attentive working ethic with other employees and effectively resolved complaints
- Fulfilled payroll and timecard statements on a biweekly basis while owner was unavailable
- Managed the store's supply chain by determining demand of products from historical data

## LEADERSHIP / ACTIVITIES

---

**Soccer Club – Vice President**

September 2016 – May 2017

- Facilitated growth of the club from 30 to over 60 members through posters and announcements
- Led weekly meetings to encourage cooperation and team strategies to achieve a common goal

**Future Business Leaders of America (FBLA) - Competitor**

November 2014 – March 2017

- 2-time Regional Winner and 2-time State competitor in Economics and Risk Management events
- Networked with various guest speakers from companies and learned about interviewing strategies

**Key Club – Volunteer**

August 2013 – May 2014

- Planned highway cleanup efforts with 4 other individuals
- Volunteered in 50+ hours of community events such as Fall Festival, Christmas Workshop, etc.

**Smeal Student Council – Allocation Board Member**

September 2017 - ongoing

- Allocates funds to 43 Smeal student organizations by communicating with the board and club leaders

## AWARDS / SKILLS AND INTERESTS

---

AP Calculus BC Score: 5

May 2017

Math SAT Score and Subject Test Level 2 Score: 770

March 2016 / November 2016

AP Scholar with Distinction

July 2017

**Computer** – Proficient knowledge of Java and C++ and extensive knowledge of Microsoft Word, Microsoft PowerPoint, and iMovie

**Economics** – Proficient knowledge of micro and macroeconomics, including how markets work and the government's role in the market

**Investments** – Proficient knowledge of stocks, bonds, and mutual funds

**Interests** – Traveling, Ultimate Frisbee, Spikeball, Soccer, reading *Fortune* and *Time* magazines, movies