PATTY M. JAMES

123 Doug Street Bluffington, PA 12345 (412) 123-4567 pmjames@gmail.com

OBJECTIVE	Seeking therapeutic staff support internship
EDUCATION	Robert Morris University , Moon Township, PA Bachelor of Science in Psychology, Expected May 2026 Concentration: Clinical
	Jinkins High School , Bluffington, PA Diploma, June 2022 Graduated in the top 10% of the class
RELEVANT COURSES	Applied Psychology Abnormal Psychology Child Psychology
EXPERIENCE	 Camp Counselor, June 2022 – August 2022 Camp Newberry, Bluffington, PA Planned, coordinated, and executed activities while guiding 36 campers in personal growth and daily living skills Safeguarded personal property, camp equipment, and facilities Provided leadership and served as a role model in all camp activities Cashier, September 2021 – June 2022 Swirly's Restaurant, Bluffington, PA Increased sales by 15% through product recommendations to guests Assisted with the flow of guests by taking food and drink orders as needed Maintained detailed records of served orders and collected cash
SKILLS	Microsoft: Word, PowerPoint, Publisher
ACTIVITIES	Psychology Club, Fall 2022 – Present Student Council, Fall 2020 – Spring 2022 Jinkins High School Cheer Squad, Fall 2020 – Spring 2022
VOLUNTEER WORK	Big Brothers Big Sisters, Fall 2022 – Present Just Harvest, Fall 2020 – Spring 2022