

FIRT YEAR

Oliver Wyatt

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EDUCATION

Northeastern University, Boston, M A May 2020

Khoury College of Computer and Information Science GPA: 3.8

Candidate for Bachelor of Science in Computer Science and Business

Relevant Courses: Fundamentals of Computer Science, Discrete Structures, Logic & Computation

Honors: Dean's List

Activities: CISTers, Women in Computer Science, 360 Leadership Program

Education: OK to include High School through your Sophomore year. We recommend removing afterwards.

Westford Academy, Westford, M A May 2015

Courses: Calculus Advanced Placement, Psychology AP Physics, Engineering Tech GPA: 4.02/4.0

Honors: Most Worthy Representative of Westford Academy, Academic Achievement,

Athlete Academic All Scholastic Award (2006-10)

Activities: Mock Trial, Captain, Latin Club, Varsity Cross Country Ski, Varsity Swimming

TECHNICAL KNOWLEDGE

Languages: Scheme/Racket | Lisp

Systems: Mac OS X | Windows | Ubuntu

Applications: Adobe Creative Suite | Microsoft Office Suite | Eclipse

Technical Experience: OK to have this section above work experience if you are in a technical field. Otherwise place this section below tech. experience

WORK EXPERIENCE

Toy Shop of Westford, Westford, M A

Sales Associate

June 0000 – Present

- Advise 200+ customers daily in person, on the phone, and through email about products such as books, toys, and multi-media gadgets to suit age, development, and interest of child
- Monitored & recorded 350+ daily cash/credit transactions for in-person and internet sales using cash register, Intuit GoPayment, and Salesforce CRM. Printed daily reports to ensure proper handling of funds
- Corresponded with owner at end of day to report cash flow and balance cash register receipts, made bank deposit at end of shift four times weekly

Make sure all bullets on resume explain the 'What', 'How', and 'Why' of your job/volunteer experience

VOLUNTEER EXPERIENCE

Westford Academy Pride, Westford, MA

Co-Founder and President

May 0000 – July 0000

- Directed community service club in conjunction with the Westford Seniors Center; managed and scheduled student volunteers to assist with programming and events
- Coordinated local teen chapter of Habitat for Humanity Mentorship Programs, organized kick off events, advertised events in local media

Westford Museum Club, Westford, MA

President

January 0000 – May 0000

- Reworked club structure and augmented teen membership by 10% through high school junior and senior community service participation

Secretary

January 0000 – January 0000

- Organized and led tours to community members and elementary school classrooms, communicated museum events through monthly newsletter

INTERESTS

World Travel: China | Italy | Australia | Hong Kong | Lived abroad in Micronesia for 8 years

Artistic Interest: Graphic Arts | Web Design | Interior Decorating and Redesign