

**Stacey Hernandez**  
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youremail@bc.edu | 555-555-5555

## **EDUCATION**

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Boston College Chestnut Hill, MA  
, Spanish Minor May 2020  
GPA 3.4/4.0  
Relevant Coursework: [ - Highlight coursework that relates to the position you're applying  
to and might not be expected based on your major/minor/concentration]

## **INTERSHIP EXPERIENCE**

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Sanchez & Smith Law Firm Boston, MA  
September 2017 - Present

- Revise, summarize, and document past cases that have been appealed in court
- Participate in board and partner meetings while recording minutes
- Identify important points addressed while in court to be typed and submitted to litigator
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# Megan Green

555.555.5555 • youremail@bc.edu

## EDUCATION

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**Boston College**, Chestnut Hill, MA September 2017 – May 2020  
*Bachelor of Business Administration*

**Bucknell University**, Lewisburg, PA September 2016 – May 2017  
*Bachelor of Business Administration*  
GPA: 3.5/4.0

**Norwood High School**, Norwood, MA September 2013 – May 2016  
Member of the 2016 Patriot League (CL) Defensive Player Award, and Patriot League All Star

## WORK EXPERIENCE

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**Oakes Country Club**, Norwood, MA June-August 2016 & 2017  
*Lifeguard*

- Promoted member pool safety by enforcing country club rules and regulations
- Greeted and welcomed members while monitoring chemical levels and safety equipment at pool

**Laxachusetts Lacrosse Club**, Norwood, MA October 2014 – February 2016  
*Coach*

- Coached and mentored 50 girls in 3rd through 10th grade within a competitive environment
- Taught players ball handling and strategy while encouraging teamwork

## LEADERSHIP EXPERIENCE AND ACTIVITIES

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**Norwood Youth Lacrosse**, Norwood, MA September 2015 – June 2016  
*Volunteer and Coach*

- Managed youth lacrosse clinics for girls in 3rd through 8th grade
- Taught fundamentals of lacrosse, values of teamwork, and sportsmanship skills

**Catholic Hearts Work Camp**, Dover, DE June – August 2014  
*Volunteer*

- Traveled to Delaware to renovate homes for underprivileged families
- Partnered with elderly patients to promote an uplifting environment and companionship

**Rust House**, Norwood, MA July – August 2013  
*Volunteer*

## SKILLS AND CERTIFICATIONS

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