**Pat Q. Smith**

**123 Main Street, Anytown NY 12345**

**631-999-9999 ~ patqsmith@gmail.com**

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| **Education** | * A.S. Mathematics. Suffolk County Community College, Riverhead, NY. *Expected* May 2023. Honors Program, GPA 3.8/4.0. |
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| **Work Experience** | **Math Tutor, Suffolk County Community College, Riverhead, NY. September 2020 to present** |
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|  | * Meet with students weekly or on an as-needed basis to provide assistance and develop understanding of mathematical concepts, for 10 hours per week * Instruct students in specific mathematical skills for algebra and arithmetic, with an emphasis on understanding and problem solving skills * Develop individual plans and goals for students with special needs |
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|  | **Wait Staff, Jones Restaurant, Riverhead, NY. July 2018 to March 2020** |
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|  | * Served customers in busy downtown family restaurant every Friday through Sunday, averaging 25 hours per week * Developed effective interpersonal and time management skills |
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|  | **Child Care Provider, East End Families (varied), Long Island, NY. June 2016 to March 2020 (as needed)** |
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|  | * Supervise and feed children ages 3-9 for local families, including overnight shifts * Develop and engage children in educational, screen-free activities |
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| **Volunteer Experience** | **Volunteer Animal Handler, Riverhead SPCA, Riverhead, NY. July and August only, 2017 through 2020** |
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|  | * Walked dogs and cleaned animal cages every day during summer vacation, averaging 10 hours per week * Managed front desk in absence of administrative assistant, responding to phone and in-person inquiries |
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| **Clubs and  Activities** | **Treasurer, Eastern Campus Honors Club. Suffolk County Community College, Riverhead, NY. September 2020 to present** |
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|  | * Prepare $1,000 annual budget and manage all incoming and outgoing expenses for campus honors club * Participate in review of expenditures with campus activities director before finalizing purchases; responsible for responding to any future audit inquiries |
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| **Awards and Honors** | **Recipient, Jason B. Jones Memorial Scholarship for Mathematics, Riverhead Senior High School, Riverhead, NY. May 2020** |
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|  | **Recipient, Honors Club Fellowship, Suffolk County Community College, Riverhead, NY. September 2020** |