

# **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 2022  
Concentration: Clinical
- Jinkins High School**, Bluffington, PA  
Diploma, June 2018  
Graduated in the top 10% of the class
- RELEVANT COURSES** Applied Psychology  
Abnormal Psychology  
Child Psychology
- EXPERIENCE** **Camp Counselor**, June 2018 – August 2018  
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 2017 – June 2018  
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 2018 – Present  
Student Council, Fall 2016 – Spring 2018  
Jinkins High School Cheer Squad, Fall 2016 – Spring 2018
- VOLUNTEER WORK** Big Brothers/Big Sisters, Fall 2017 – Present  
Just Harvest, Fall 2016 – Spring 2018