Keith Jones

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CAREER OBJECTIVE

Soon-to-graduate honors English major, with a solid history of work, academic, and extracurricular experience seeks entry-level management position with a top firm.

CORE QUALIFICATIONS

* Member of a number of academic honors societies.
* Held leadership roles in several athletic, academic, and school-related organizations.
* Received several honors and a promotion at a part-time job.

PROFESSIONAL EXPERIENCE

JOE’S CAFE, Southampton, PA

**Barista,** Fall 2020-Present

Was selected employee of the month twice for efficient, friendly service.

* Promoted to barista September 2020.

BERKSHIRE COUNTY PLAYHOUSE, Berkshire, PA

**Assistant***,* Summer 2020

Coordinated rehearsal and performance schedules for the cast and crew of three one-week productions over one season.

* Created and managed social media accounts for the playhouse to market shows and activities.

STUDENT TUTORS AT WASHINGTON, Southampton, PA

**Tutor**, September 2019-May 2020

Instructed elementary school students on how to apply mathematic and scientific concepts to their homework assignments.

* Coordinated a weekend trip to the Philadelphia Zoo and designed a packet of math and science questions related to the animals and exhibits children encountered there.

EDUCATION

**Bachelor of Arts in English** (May 2021: Projected Graduation Date); GPA 3.9

XYY University, Pittsburgh, PA

*Dean’s List Every Quarter; Fulbright Scholar (Oxford University); Lead Roll “The Music Man,” Spring 2018*

**George Washington High School** (June 2019); GPA 4.0

*French Honors Society, National Honors Society, National Merit Scholar; Varsity Soccer Team Captain*