

CATHERINE STEWART

Google Docs Template Teen



ABOUT ME

Detail-oriented teen proficient in Google Docs seeking a part-time role to apply strong organization and tech skills.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST 12345

KEY SKILLS

- Google Docs & Slides
- Layout design
- Collaboration
- Time management
- Instruction

EXPERIENCE

Document Designer

Yearbook Committee, City High School | January 2023 - Present

- Create yearbook layouts using Google Docs and Slides templates.
- Coordinate contributions from 50+ students, improving submission turnaround by 40%.

Peer Tech Tutor

Media Center, City High School | September 2022 - December 2022

- Assisted classmates with Google Workspace tools and basic HTML in school projects.
- Held 10 weekly drop-in sessions with 100% positive feedback.

EDUCATION

High School Diploma (expected June 2025)

City High School, City, State