

# Olivia Carter

## Functional

City, ST 12345 | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

## Profile

Motivated teen transitioning from homeschooling to part-time work, skilled in organization, self-directed learning, and digital collaboration. Seeking opportunities in retail or customer service.

## Skills Summary

- Organization: Managed household schedules, coordinated virtual group projects
- Communication: Led online study groups, presented research on local history
- Tech Proficiency: Google Docs, Slides, Zoom, basic HTML/CSS
- Leadership: Founded a virtual book club of 15 members

## Relevant Experience

Volunteer Tutor | Community Learning Center

January 2023 – Present

- Teach math and reading to K–5 students one-on-one over video calls.

Founder & Moderator | Young Readers Book Club

September 2022 – Present

- Organize weekly discussions and author Q&As for teen members.

## Education

High School Diploma (expected June 2025) of GPA: 3.8

Virtual Charter School, City, State