

TS

Taylor Smith

College Graduate With No Experience

Enthusiastic recent graduate eager to leverage academic projects and campus involvement into a professional role. Quick learner with strong communication, teamwork, and self-study skills.

CONTACT



(123) 456-7890



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LinkedIn | Portfolio



City, State Abbr. ZIP

KEY SKILLS

- Communication & presentation
- Time management
- Basic data entry (Excel)
- Rapid learning of new software

PROFESSIONAL EXPERIENCE

LIBRARY STUDENT ASSISTANT | UNIVERSITY LIBRARY , CITY, ST
SEPTEMBER 2021 – MAY 2022

- Organized and cataloged 5,000+ volumes, improving retrieval time by 20%.
- Trained 8 work-study students on front-desk procedures, enhancing service consistency.

VOLUNTEER TUTOR | CITY YOUTH CENTER , CITY, ST
JUNE 2020 – AUGUST 2021

- Led weekly math and writing workshops for 15 middle-schoolers, boosting average test scores by 12%.
- Developed simple presentation materials to explain complex concepts, increasing engagement.

EDUCATION

Bachelor of Arts in English
State University , City, ST | May 2022