

# Ima Freshman

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## EDUCATION

### University of Miami

Bachelor of Arts in English

GPA: 3.89

**Coral Gables, FL**

June 2019

### Central High School

High School Diploma; graduated in top 10% of class

**Miami, FL**

June 2015

## EXPERIENCE

### STIR MOON

*Cashier*

**Coral Gables, FL**

September 2015-Present

- Explain menu options, operate cash register, and assist with preparing orders
- Consistently interact with customers in a friendly, professional manner
- Maintain top rank among part-time staff with accuracy checks for register ranging between 97-100%

### YMCA

*Summer Tennis Camp Coach*

**Miami, FL**

May - August 2014 & 2015

- Coached 35 students ages 10 to 15 on tennis fundamentals
- Organized and led daily activities, including warm-up sessions, drills, and skills challenges

## LEADERSHIP

### Central High School Yearbook Staff

*Sports Editor*

**Miami, FL**

August 2013 – May 2015

- Oversaw coverage assignments for student writers and photographers for all varsity sporting events
- Managed development of 30-page sports section, communicating effectively with all student staff members and consulting with yearbook advisor when necessary
- Utilized strong organization and time management skills to meet all layout and content deadlines as well as hold sports writers accountable for their work

## SKILLS

- Computer: Proficient in MS Word, Excel, and PowerPoint; Adobe Photoshop
- Language: Conversational Spanish

## ACTIVITIES

- Big Brothers Big Sisters, Volunteer
- Women's Tennis Team, Central High School