

# Resume Example

## Michael Mason

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### EDUCATION

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**Columbia University, Columbia College**, New York, NY Expected May 2023  
*Bachelor of Arts*

**Boston High School**, Boston, MA May 2016

### HONORS

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Columbia University Kluge Scholar (Four Year Scholarship)  
National Honor Society (2016–2019)  
Harvard Book Award (2018)

### EXPERIENCE

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**Boston University Medical Center**, Boston, MA Jan. 2017–Feb. 2019  
*Medical Volunteer, Neural Connections*

- Organized patient recreational activities including memory and card games as well as hand-eye coordination exercises
- Liaised with patients to provide emotional support and aid with mobilization and mealtime assistance for an average of 10 patients per shift
- Interacted with patients of all ages with neurological conditions including brain tumors, epilepsy, multiple sclerosis, Parkinson's disease, and stroke

**Joe's Bagels**, Brookline, Nov. 2017–Sept. 2018  
*Cashier and Sales Associate*

- Operated cash register by totaling bills, receiving payments, and distributing receipts
- Provided fast, efficient, and courteous service to all customers
- Ensured adequate supplies of change and correct amount of money at ends of shifts for proper reconciliation

### LEADERSHIP

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**Columbia University, NCAA Division I Varsity Football Team**, New York, NY Sept. 2019–Present  
*Defensive Back, Linebacker*

- Dedicate 40 hours per week to practice, conditioning, competition, and team meetings
- Volunteer at community organizations including local schools, homeless shelters, and sports camps

**Boston High School Student Paper**, Boston, MA Dec. 2017–Mar. 2019  
*Editor-in-Chief, Feature Writer*

- Managed 35-person team, including training 20 new staff in reporting, editing, and production workflow, as well as organizing and leading weekly meetings to assign stories
- Identified and pitched potential feature stories on student and administration issues
- Edited final drafts of stories to accord with house style; performed final fact-checking
- Restructured the existing system of submission, revision, and publication, improving feedback process and ensuring quality control over final publication

### ACTIVITIES

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**Columbia University Black Student Organization**, *Member* Sept. 2019–Present  
**Columbia University College Democrats**, *Member* Sept. 2019–Present  
**First-Generation Low-Income Partnership (FLIP)**, *Member*

### SKILLS

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**Computer:** Microsoft (Word, Excel, PowerPoint), Adobe (Photoshop, InDesign)  
**Language:** Intermediate Spanish