**Keith Jones**
Home: 555-543-6543 Cell: 456-123-7654
Keith.Jones@gmail.com
244 Chestnut Street
Southampton, PA 18966

**Education**

**George Washington High School**, Southampton, PA, May 2011
Overall GPA 3.8; Honor roll each quarter
Honors: French Honors Society, National Honors Society, National Merit Scholar
Clubs: Political Science, Show Choir, Theater, Yearbook Committee
Athletics: Varsity Soccer Captain, Intramural Volleyball

**Experience**

*Assistant,* **Berkshire County Playhouse**, Berkshire, PA
Summer 2010

* Coordinated rehearsal and performance schedules for the cast and crew of three one-week productions over one season
* Created and managed social media accounts for the playhouse to market each show and ongoing activities

*Cashier,* **Joe's Cafe**, Southampton, PA
Fall 2009 - present

* Was selected employee of the month for efficient, friendly service
* Promoted to Barista in September, 2010

*Tutor*, **Student Tutors at Washington**, Southampton, PA
January 2009 - present

* Helped elementary school students apply mathematic and scientific concepts to their homework assignments
* Helped coordinate a weekend trip to the Philadelphia zoo each season and designed a packet of math and science questions related to the animals and exhibits children encountered there
* Became a pen-pal to one student throughout the three and a half years, encouraging and assisting him with studies and adjusting to different grade levels

*Volunteer* **Soup Kitchen**, Philadelphia, PA
Fall 2008 - present

* Served meals to over 100 less fortunate individuals each week
* Created a brown bag lunch program collecting donations to pack bags of food for individuals to take home with them

*Volunteer,* **John Doe Campaign for House of Representatives**Summer 2008

* Made over 1000 phone calls to local residents and businesses to inform them about Doe's positions on issues
* Helped organize and publicize a voter registration day at George Washington High School for the start of the school year

**Other Experience**

* Lead role in *The Music Man*, Spring 2011
* Named MVP after leading soccer team to state finals victory in 2011 fall season