Caitlin R. Masters

2600 Westing Way

Columbia, Missouri 65203

Email: [17crm01@stu.cpsk12.org](mailto:17crm01@stu.cpsk12.org) Phone: 573-555-9876

Education:

**Diploma**, Rock Bridge High School: Columbia, Missouri

Anticipated Graduation Date: May 2018

GPA: 3.9/4.0

Competencies:

* Leadership Skills
  + Raised over $16,000 to aid Hurricane Hermine victims
  + Led a campaign to repaint the St. Francis House
  + Coordinated and led children’s activities at First Christian Church
* Organizational Skills
  + Implemented three school-wide blood drives
  + Organized two canned food drives
  + Supervised Homecoming and Courtwarming Dances in 2015 and 2016
* Communication Skills
  + Acquired verbal communication abilities through one-on-one interaction with adults as a receptionist
  + Promoted locals businesses through interactions with customers
  + Directed Children’s Ministry volunteers at First Christian Church

Work Experience:

**Office Secretary**, The Insurance Group: Columbia, Missouri

July 2014 – Present

**Promotions Team Leader**, Girl Boutique: Columbia, Missouri

June 2014 – January 2015

**Front Desk Associate**, The Strand Salon: Columbia, Missouri

January 2014 – December 2014

Volunteer Experience:

**Babysitter**, First Christian Church, September 2013 – Present

**Big Brothers Big Sisters**, Rock Bridge Elementary, January 2015 – June 2015

Honors and Activities:

Spanish Honors Society, 2015 – Present

Dumbledore’s Army, 2014 – Present

Bruin Pride Award, 2015

DECA, 2014 - 2015

Principals Advisory Board, 2014 - 2015

Young Republicans, 2014 - Present

Rock Bridge Reaches Out, 2014 - Present

Sophomore Class Representative, 2015 - 2016

Honor Roll, 6 out of 6 semesters

Key Club, 2014 – 2015