

Aja Incredible

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2222 Incredible Street, Apartment 444A

Long Island City, New York 11101

1(555) 555-5555

EDUCATION

2006-present

THE YOUNG WOMEN'S LEADERSHIP SCHOOL OF ASTORIA (TYWLS), ASTORIA, NY

Date of Expected Graduation: June 2013

EXPERIENCE

October 2010-
Present

ASTORIA BAPTIST CHURCH MEDIA CENTER, ASTORIA, NY

Volunteer

- Maintain visual and audio files and equipment
- Record services on dvds and cds
- Create copies of the service for members
- Design labels for covers to cds and dvds

November 2010-
Present

ANGEL TREE, ASTORIA, NY

Volunteer

- Purchase, wrap and presented gifts to under privileged children whose parents are incarcerated
- Help plan welcome parties for children

June 2011- August
2011

LUMIMARY LABS, NEW YORK, NY

Office Assistant

- Faxed documents to client companies
- Organized company files
- Participated in company conference calls and projects

July 2009- August
2009

HALLET COVE CHILD DEVELOPMENT CENTER, ASTORIA, NY

Intern

- Assisted teachers with children ages 2-6, reading and play activities

July 2008- August
2008

CROSSLANDS YOUTH AND FAMILY OUTREACH, ASTORIA, NY

Volunteer

- Supervised children ages 4-11 during the afternoon
- Aided the cook for mealtimes

ACTIVITIES

ASTORIA BAPTIST CHURCH, ASTORIA, NY

- Usher
- Daughters of Destiny, *Volunteer*
- DIVINE Mime Ministry, *Member*
- Youth Choir and Mass Choir, *Member*

TYWLS OF ASTORIA, ASTORIA, NY

- Step Up Mentoring Internship, *Selected*
- Drama Club, "You're A Good Man Charlie Brown" *Lead*
"The Wizard of Oz" *Lead*
- Select Choir
- Dance My Culture
- College Bound Summer Institute: Gettysburg College
- National Association of Peer College Advisors: University of Southern California
- POSSE Semi-Finalist
- News Corporation's Journey to Excellence
- Volunteer with Common Application
- Volunteer at Open House

MOORETIFFANY& COMPANY, PATERSON, NJ

- Intermediate Dancer
Auditioned, Selected and Placed

SKILLS

Can set up voice and video equipment including, microphones, cameras