

# Thomas Hunter

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## EDUCATION

### Hunter College, City University of New York

*Bachelor of Arts in Computer Science*

Expected 6/2026

GPA: 3.5

## TECHNICAL SKILLS

*Program Languages:* C/C++, Java, Perl, Python, JavaScript, HTML, CSS, React

*Operating Systems:* Windows 11, DOS, UNIX, Mac OS

*Software Packages:* Microsoft Visual Studio, JDeveloper, Oracle SQL\*Plus, MatLab, DreamWeaver, Adobe GoLive, FrontPage

## PROJECTS

### MTA Web Application (Frontend/Backend), [github.com/Thomas/Hunter/MTA\\_App](https://github.com/Thomas/Hunter/MTA_App)

- Built and maintained a web application for receiving MTA service updates utilizing advanced skillset in JavaScript and HTML
- Predicted train arrival times with 99% accuracy

### Insurance Database System (Data Science, Machine Learning), [github.com/Thomas/Hunter/Insurance\\_Data](https://github.com/Thomas/Hunter/Insurance_Data)

- Created and implemented a comprehensive database model using Oracle SQL\*Plus, integrating real-time data from insurance agencies to improve efficiency of data collection and organization
- Enhanced operational accessibility of claims data, policy status, and financial reporting

## INTERNSHIP EXPERIENCE

### Applications Intern – CUNY IT Specialist Internship Program

9/2025 - 12/2025

NYC Dept. of Health & Mental Hygiene New York, NY

- Modified existing software to correct errors and adapt to new hardware
- Developed and directed software system testing and validation procedures, programming, and documentation
- Conferred with systems analysts, engineers, and programmers to design system
- Obtained information on project limitations and capabilities, performance requirements, and interfaces for evaluation and improvement

## WORK EXPERIENCE

### Insurance Agent

1/2026 - Present

Smart Way Insurance Brokerage Group New York, NY

- Assist in the implementation of computer and network system for new location
- Report claims to insurance companies and follow up with clients
- Facilitate in-person and online insurance policy sign-ups for auto, home, and commercial insurance

### Computer Lab Assistant

2/2024 - 12/2024

Hunter College, City University of New York New York, NY

- Provided desktop support for student computer lab with 50 stations
- Diagnosed and repaired various computer hardware and peripheral problems
- Trained students in computer applications, including Adobe GoLive, Mac OS, and Java

## ADDITIONAL SKILLS

Advanced Proficiency Microsoft Excel, Word, Access, PowerPoint; Bilingual Spanish/English

# Holly Hunter

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## EDUCATION

### **Hunter College, City University of New York**

*Bachelor of Arts in Human Biology*

*Expected 05/2025*

GPA: 3.4, Minority Access to Research Careers Recipient

*Relevant Coursework: Human Development, Primate Ecology & Behavior, Human Genetics*

## RESEARCH EXPERIENCE

### **Hunter College Biology Department, New York, NY**

*Laboratory Assistant*

*06/2024 – Present*

- Organize laboratory materials in advance for biochemistry and microbiology classes
- Sterilize beakers, graduated cylinders, and Erlenmeyer flasks and inventory stock to maintain ready supply of lab equipment
- Prepare and separate media and growth solutions weekly for student use
- Stock inventory to maintain ready supply of lab equipment
- Assist Laboratory Manager with various administrative tasks to ensure lab functions efficiently

### **Hunter College Nutritional Ecology Lab, New York, NY**

*Research Assistant*

*01/2023 – 06/2023*

- Performed recombinant DNA and cell culture with E-coli
- Prepared buffers, media and solutions on a weekly basis
- Performed SDS-PAGE and native gels purification methods to separate and identify proteins
- Performed qualitative and quantitative analysis of organic compounds utilizing SPSS
- Presented research findings with Principal Investigator at 500+ person symposium

## ADDITIONAL EXPERIENCE

### **Del Frisco's Grille, New York, NY**

*Host/Server*

*01/2022 – Present*

- Manage 30+ customer orders per hour and utilize attention to detail to ensure orders are completed accurately
- Provide friendly customer service and effectively resolve customer complaints in a timely manner
- Organize customer seating chart to accommodate guest preferences and evenly assign tables to servers

## LEADERSHIP AND COMMUNITY SERVICE

**Hunter College Pre-Health Organization, Secretary**

*10/2023 – Present*

**Jamaica Hospital Medical Center Companionship Program, Volunteer**

*06/2022 – 07/2023*

## SKILLS

**Laboratory Techniques:** DNA Extraction, Western & Southern Blotting, Cell Culturing, SDS-PAGE, native gels purification

**Data Analysis/Research:** STATA, SPSS, R

**Computer:** Proficient in Microsoft 365 (Excel, Word, PowerPoint)

**Languages:** Fluent in Urdu

**Thomas Hunter**  
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**EDUCATION**

Hunter College, City University of New York

**Bachelor of Science in Accounting**

Expected Dec 2026

**Honors:** GPA: 3.5, Dean's List

**GPAS** (Gateway to Professional Accounting Success): Selected based on excellent academic performance

*Related Coursework: Accounting I & II, Intermediate Accounting I, Micro & Macro Economics, Federal Taxation, Cost Accounting*

**RELEVANT EXPERIENCE**

**VITA Income Tax Services**, New York, NY

Jan 2025 – Present

*Volunteer*

- Provide high-quality tax preparation services for individuals or small businesses
- Interview clients to ensure all deductions and credits are received and apply all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns, developing excellent attention to detail
- Conduct quality assurance reviews of completed returns and research to keep informed of changes in tax legislation
- Completed training certification in order to provide advanced tax return preparation

**Skillful.ly**, New York, NY

July 2023 – Dec 2024

*Finance Intern*

- Analyzed financial statements using vertical and horizontal analysis techniques, effectively comparing current and past periods to identify performance differences and factors impacting revenues and profitability
- Collaborated with team members to research industries, identifying emerging trends, risks, and opportunities for companies under analysis
- Performed sensitivity analysis to evaluate how market fluctuations may affect revenue and profitability, thereby contributing to strategic planning and risk management endeavors
- Developed essential skills including financial analysis, team collaboration, time management, and market research, enhancing overall accounting proficiency

*Audit Intern*

Jan 2023 – Feb 2023

- Completed audit challenges by collaborating with team members, mapping shareholders (internal and external) of related company and gathering evidence necessary for the audit process
- Demonstrated an understanding of client entity and its environment as well as audit methodology, including conformity with U.S. GAAP & U.S. GAAS
- Developed essential audit skills, including financial statement analysis, internal control evaluation, audit planning, interviewing techniques, and critical thinking in auditing contexts
- Presented audit results at the conclusion of the internship, which included assessment of internal controls over financial reporting, risk assessment, and testing performed throughout the mock-audit of the reporting company

**LEADERSHIP EXPERIENCE**

**Accounting Society of Hunter College (ASHC)**, New York, NY

Sept 2024 – Present

*External Committee, Member*

- Plan and coordinate events with the Executive Board, which aim to educate members about the accounting field
- Participate in direct correspondence with guest speakers through all phases of event planning

**SKILLS**

Stata; GAAP; Advanced Excel, Word, PowerPoint, Outlook; QuickBooks Online; FTP Programs; TaxSlayer; HTML; TurboTax

# Thomas Hunter

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## EDUCATION

**Hunter College, School of Education, New York, NY**  
Master of Arts in Adolescent English

*Expected May 2025*

**Morehouse College, Atlanta, GA**  
Bachelor of Arts in English, Minor in History  
**Honors:** Summa Cum Laude, Phi Beta Kappa

*May 2022*

## SUPERVISED TEACHING EXPERIENCE

**Arts & Technology High School, Student Teacher (Adolescent Psychology)** *Jan 2025-Present*

- Created interactive lesson plans and taught course material to a classroom of 25 high school students
- Provided individualized tutoring to improve students' quarterly exam scores by 45%
- Taught students study, note-taking, and test-taking skills to improve academic performance
- Developed a strong mentoring relationship with students which increased classroom management and behavior
- Implemented positive reinforcement system to maintain structured and pleasant classroom environment

## FIELDWORK EXPERIENCE

**Bronx Collaborative High School, Teaching Assistant (American Literature)**  
**Stuyvesant High School, Teaching Assistant (Global History)**

*Aug 2024-Dec 2024*

*Jan 2024-May 2024*

## WORK EXPERIENCE

**Harlem Renaissance High School, ESL Tutor**

*June 2023-Dec 2023*

- Assisted ESL students in grades 7-12 in small groups with coursework and assessed improvement in reading and writing skills
- Developed online reading tool which helped increase student comprehension of literacy concepts by 33%
- Provided feedback to students using positive reinforcement techniques to encourage, motivate, and build confidence
- Researched and recommended textbooks, software, and other learning materials to complement tutoring

**Hueman Publishing, Editorial Assistant**

*Sept 2021-Apr 2023*

- Commissioned reviewers for manuscripts and sourced freelancers to produce new material
- Prepared monthly reports using Excel for Editor in Chief and President of organization
- Coordinated monthly training for all editorial assistants

## SKILLS

**Language:** Fluency in oral and written Spanish

**Computer:** Proficiency in Microsoft 365 (Word, Excel, PowerPoint), Google suite (Docs, Gmail, Slides)

# Holly Hunter

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## EDUCATION

### Hunter College, City University of New York

Bachelor of Arts, Major: Political Science

Expected 6/2026

GPA: 3.6, Dean's List

## LEADERSHIP EXPERIENCE

### Poverty Awareness Club, Hunter College

New York, NY

#### *Vice President*

10/2023 - 5/2024

- Collaborated with Treasurer and utilized advanced Excel features to analyze financial data and prepare monthly reports for presentation to club leadership
- Assisted the President to develop monthly calendar of 20+ campus and community events, which raised students' awareness of poverty issues and social justice initiatives
- Called local organizations and obtained \$5,000+ in donations for school-wide events and community service programs, successfully exceeding academic year fundraising goal

### Student Council, Flushing International High School

Queens, NY

#### *Secretary*

6/2023 - 7/2023

- Documented meeting minutes with keen attention to detail, organized action items, and coordinated with council leadership to ensure timely follow-up
- Utilized strong written communication skills to prepare weekly newsletter informing students and faculty of upcoming events
- Advocated for student needs by collaborating with school leadership to provide recommendations based on student input, which resulted in greater access to academic support and wellness services

## WORK EXPERIENCE

### Dunkin Donuts

New York, NY

#### *Sales Associate*

9/2024 - Present

- Operate computerized cash register to open and close out at the end of shifts
- Train new employees on daily procedures including use of computerized cash register and navigation of online scheduling program
- Use active listening and customer service skills to create welcoming atmosphere and ensure customer satisfaction
- Consistently meet monthly assigned sales targets, including during busy and holiday seasons

## SKILLS

Fluent in Punjabi and Hindi

Microsoft Office Suite (Excel, PowerPoint, Outlook, and Word)

# Thomas Hunter

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## EDUCATION

Hunter College, City University of New York

**Master of Arts in Translation & Interpretation, Spanish Language Track**

Expected May 2025

Hunter College, City University of New York

**Bachelor of Arts in Psychology, Minor in Spanish**

June 2023

*Study Abroad in Madrid, Spain, Spring 2023*

- *Participated in International Conference on New Trends in Education, Madrid, Spain*
- *Enhanced conversational Spanish skills and multicultural awareness by living with host family and immersion in Spanish culture, history, and food*

## EXPERIENCE

*Language Service Unit Intern, New York County District Attorney's Office, New York, NY* Feb 2024-Present

- Provide Spanish interpretation services during in-house interviews applying a professional and tactful approach
- Translate over 50 legal documents, including briefs and audio statements in Spanish-English/English-Spanish
- Screen and summarize Spanish audio recordings with 100% accuracy due to consistent review and correction of transcriptions
- Identify appropriate translation of Central and South American idiomatic expressions

*Medical Interpreter Internship, New York City Hospital, New York, NY*

June 2023-Sept 2023

- Provided real-time interpretation between patients and healthcare providers in a variety of specialties, including oncology, pediatrics, and emergency, ensuring accurate and empathetic communication.
- Interpreted patient histories, diagnoses, and treatment plans, enhancing patient comprehension and care
- Navigated medical terminologies and patient privacy laws effectively, ensuring compliance and confidentiality
- Supported patient care teams by facilitating clear communication between patients and healthcare providers, contributing to improved patient outcomes and satisfaction

*Private Tutor, Self-Employed, New York, NY*

June 2023-Present

- Develop individualized lessons for school-aged students that target grammatical and lexical aspects of English
- Engage students in critical thinking exercises and improve saliency of information through communicative approaches
- Regularly assess students' understanding and progress through pre- and post-lesson practice to inform classroom instruction

*Assistant English Teacher, Ministry of Education, Madrid, Spain*

Jan 2023-May 2023

- Instructed a classroom of 25 Spanish-speaking high school students in the understanding and use of conversational and written English
- Led cultural field trips to increase cultural understanding and foster multicultural engagement
- Privately tutored youth in Spanish-English/English-Spanish conversation to improve listening and speaking skills
- Utilized engaging visual aids and culturally relevant metaphors to foster increased understanding and of material

*Intern, El Museo del Barrio, New York, NY*

Sept 2022-Dec 2022

- Participated in meetings with Education staff and K-12 educators to plan programs and discuss curriculum ideas
- Designed interdisciplinary, age-appropriate lesson plans and curricula that make connections with El Museo's permanent collection, exhibitions on view, cultural celebrations, and classroom curricula

## COMMUNITY INVOLVEMENT

*Reading Buddy, New York Cares, New York, NY*

June 2023-Present

*Volunteer ESL Tutor, DREAM Charter School, Bronx, NY*

Mar 2021-Dec 2022

## SKILLS

Fluent Spanish, Advanced proficiency Microsoft Office (Outlook, Word, PowerPoint) and Google Docs

# Holly Hunter

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## EDUCATION

### **Hunter College, City University of New York**

B.A. in Sociology, Minor in Africana, Puerto Rican, & Latino Studies

**Expected May 2026**

Dean's List, GPA: 3.9

*Coursework: Ethnic and Race Relations, Social Inequality, Sociology of Human Rights in Latin America, Qualitative Research Methods*

### **Lehman College, CUNY**

**Aug 2022 – May 2023**

32 college credits (on E-Permit), GPA: 3.4

*Coursework: Sociology of Healthcare; Urban Sociology; Sociology of Culture; Education and Inequality*

## EXPERIENCE

### **HealthFirst, Inc., New York, NY**

**Jan 2026 – Present**

*Member Services Representative*

- Communicate over the phone with current and prospective members in both English and Spanish about plans, services, and recommendations based on needs
- Provide excellent customer service by resolving customers' concerns through effective communication and analytical skills in accordance with company guidelines
- Develop time management skills by prioritizing daily, weekly, and monthly tasks and managing deadlines within a schedule tracking system

### **Office of Advising at Hunter College, New York, NY**

**July 2024 – May 2025**

*Peer Advisor*

- Counseled and provided first-year students with support in academic planning, class registration, and campus resource information
- Developed weekly workshops for academic success on topics such as healthy habits and study skills and enhanced public speaking skills by presenting workshop slides and conducting activities
- Led student orientations twice per semester to help familiarize students with campus facilities and culture

### **Teach for America, New York, NY**

**Jan 2023 – Dec 2023**

*School Support Fellow*

- Presented subject matter to students under the guidance of teachers, using lectures, discussions, and supervised role-playing methods
- Observed students' performance and recorded relevant data to assess progress
- Prepared lesson outlines and plans for assigned subjects and submitted for teacher review
- Organized and supervised games and other recreational activities to promote physical, mental, and social development
- Participated in annual cohort-based seminars to learn about improvements in implementation and content of instruction

## SKILLS

Bilingual Spanish and English; Microsoft Office (Excel, PowerPoint, Word, Publisher)