

Sample Accomplishments Record

1. Leadership Record

- **Organization-** East St. Louis Senior High School Cheer Team
Role: Member/Base
Start Date (Mo/Day/Yr) - August 22, 2017; **End Date** (Mo/Day/Yr) - March 15, 2019
Your Classification at that time - Junior & Senior
Description - It was my responsibility to hold the flyer in the air during a stunt. I made sure the flyer was safe at all times. I practiced five days a week, 3 hours a day, performed at 20 games a year and kept the players and crowd hyped and motivated.

- **Organization:** National Honor Society
Role: Member/Student Leader
Classification: High School Senior
Start date: 8/31/2018 **End date:** 5/24/2019
Description: I attended the weekly meetings, and I was engaged in leadership and service activities at my high school. I was responsible for maintaining high academic achievement and for demonstrating excellent character.

- **Organization-** Frederick Douglass High School Basketball Team
Role: Point Guard/Team Leader
Start Date: November 24, 2018 **End Date:** March 4, 2019
Your Classification at that time: Senior
Description – I put forth my best effort on and off the court. My coach relied on me to play scrappy defense and get assists. I scored as well. My coach called me a leader and complimented me for being able to give my teammates constructive feedback without lowering their confidence. I gave 100%, great energy and I always cheered on my teammates.

- **Organization:** International Club
Role: Member/Student Leader
Classification: High School Senior
Start date: 8/31/2018 **End date:** 5/24/2019
Description: I helped to raise funds to pay for the club's field trips, and I assisted my teacher with organizing field trips. I also helped my teacher cook for our "International Day" ceremony.

- **Organization:** Campus Civic Organization
Role: Student Leader
Classification: College Freshman
Start date: 8/1/2019 **End date:** 5/1/2023
Description: I help maintain the membership roster; help recruit additional members; help to organize events and set-up and breakdown for events that inform students on campus and members of the surrounding community about issues that can improve their health, education, and finances.

- **Organization:** Power of Potential Presidential Scholars Group
Role – Student Leader
Classification: College Freshman
Start date: 8/1/2019 **End date:** 4/24/2023
Description: I receive leadership training under the tutelage of the President of Lane College and serve as a role model for the Lane College student body by performing community service, maintaining a minimum 3.0 GPA, and

participating in weekly library study sessions. I also attend weekly leadership development sessions and represent the College at local events.

2. Honors and Awards Record

- **Organization** - Lane College Math Class; **Award Name:** Perfect Score
Award type - Academic
Classification: College Freshman
Date received: 10/17/2019
Description: I was recognized by my college algebra teacher for being one of only two students to receive a perfect score on our algebra functions test.
- **Organization:** Kroger Supermarket; **Award Name:** Employee of the Month
Award Type: Extracurricular
Classification: College Junior
Date Received: 5/17/20
Description: I received this award from the store manager for never missing a day of work, always arriving early for my shift, filling in for other workers when needed, and providing excellent customer service.
- **Organization:** Lane College Football Team; **Award Name:** Certificate of Appreciation
Award Type: Extracurricular
Classification: College Sophomore
Date received: 11/12/2019
Description: I was recognized by the Head & Assistant Coaches for being a hard-working manager, always showing up and never abandoning our strong family-like unit.
- **Organization** - Sheffield High School; **Award name:** Honor Roll
Award type - Academic
Classification: High School Senior
Date received: 1/23/2019
Description - I was presented this award by my high school principal because I received straight "As" in the second quarter of my senior year.

3. Community Service Record

- **Organization** - Lane College
Classification: College Freshman
Start Date: 8/18/2019; **End Date:** 8/19/2019; **Total hours:** 5
Description: I was a volunteer participant in the campus clean-up day. I picked up and disposed of trash and litter that was around the campus.
- **Organization** – Salvation Army
Classification: College Freshman
Start Date: 8/18/2019; **End Date:** 8/19/2019; **Total hours:** 3
Description: I gathered, bagged, and delivered 10 pounds of clothes, shoes, and toys.
- **Organization** - Helping Hands Food Bank
Classification: College Freshman
Start Date: 11/25/2020; **End Date:** 11/26/20; **Total hours:** 2
Description - I donated canned goods and helped to prepare 30 Thanksgiving baskets for families in need.

- Organization** - Sheffield High School
Classification: High School Senior
Start Date: 9/1/2018; **End Date:** 9/2/2018; **Total hours: 2**
Description - I performed community service for our school, painting and cleaning our school building
- Organization:** American Cancer Society
Classification: College Freshman
Start Date: 11/13/19; **End Date:** 11/14/19; **Total Hours: 4**
Description: I was a volunteer organizer of the 5K Race for the Cure. I passed out water to the runners; passed out brochures on mammograms; and helped set up and break down tables.
- Organization** - Campus Civic Organization
Classification - College Freshman
Start Date: 10/19/2020; **End Date:** 10/20/20; **Total hours: 2**
Description: I helped set up and break down our organization's table display and showed students how to complete online voter registration forms.

4. Paid Employment Experience Record

- Organization** – Steak & Shake Restaurant
Role – Server
Start Date: August 6, 2018 **End Date:** November 16, 2018
Total Hours – 448; **Average Hours** - 32
Description - I successfully completed training in food safety and work area sanitation. I always washed my hands and thoroughly cleaned the dining area. I greeted and served customers in a friendly way, treated them with respect, accurately took their orders, and made sure that they had a pleasant dining experience. I got along well with my supervisor and my co-workers.
- Organization:** Lane College Track Team
Role: Manager
Start Date:01/12/2020; **End Date:** 04/20/2020
Total Hours:107; **Average Hours:**3
Description: Washed the players uniforms, gathered practice and game equipment to pass out to player during practices and games; and passed out water to players and kept them hydrated. I made sure team-members attended all practices and helped them with their homework assignments.
- Organization-** Burger King Restaurant
Role: Server, Fryer/Cook & Cashier
Start Date: June 5, 2019 **End Date:** August 20, 2020
Total Hours: 1000; **Average Hours:**38
Description: I successfully completed training in food safety; kept the kitchen sanitized; learned how to safely operate kitchen equipment. I cooked all fried menu items; operated the digital point of sale system; delivered polite & friendly service; and trained new employees.