

JOE MENLO

joe.menlo@menloschool.org

EDUCATION:

9/XX-present **Menlo School**, Atherton, CA

- Current senior student, GPA 3.6
- Coursework includes AP Calculus, AP US History, Statistics

HONORS/AWARDS:

- National Achievement Scholar
- National Honor Roll
- AP Scholar
- Gates Millennium Scholar Finalist

EXPERIENCE:

9/XX-present **Tutor**, Menlo School, Atherton, CA

- Meet with a middle school student on a weekly basis to review schoolwork and monitor academic progress.

9/XX-6/XX **Yearbook Editor**, Menlo School, Atherton, CA

- Supervised a staff of 18 students
- Set timelines for project completion, assigned tasks, and managed all aspects of publication's production
- Served as liaison between yearbook staff and school administration
- Assisted in soliciting over \$5,000 in funding for publication
- Conceptualized new layout and design format

6/XX-9/XX **Head Lifeguard**, Sink Like a Rock Pool, Hometown, CA

- Oversaw the safety of 100+ swimmers on a daily basis
- Assisted in the hiring, training, and supervising of new lifeguards
- Organized pool competitions and special events
- Developed flyers to publicize events to the community
- Promoted to head lifeguard 6/XX

SKILLS:

- Computer: Microsoft Office Suite including MS Word, PowerPoint, and Excel
- Languages: Fluent in Portuguese; working knowledge of basic French

ADDITIONAL

INFORMATION:

- Certified American Red Cross CPR and First Aid Instructor, 10/XX
- Eagle Scout
- Member, Menlo School Varsity Baseball team
- Traveled throughout the United States and Mexico
- Interests include jazz, basketball, and baseball card collecting