

LISA SIMPSON

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OBJECTIVE

Motivated and intellectually curious individual seeking a challenging position that leverages strong analytical, communication, and problem-solving skills. Eager to contribute to a forward-thinking organization that values integrity, innovation, and social responsibility.

EXPERIENCE

Student Tech Support Intern

Springfield High School IT Department – Springfield, USA
September 2024 – May 2025

- Provided basic technical support to students and teachers, including troubleshooting.
- Helped maintain inventory of school tech equipment and updated software as needed
- Created simple user guides for common tech issues to improve efficiency
- Gained hands-on experience with hardware and software in an educational setting

Community Center Assistant

Springfield Community Center – Springfield, USA
June 2024 – August 2024

- Helped organize and run summer youth programs for children ages 6–12
- Assisted with setup and cleanup of events, games, and educational activities
- Provided support to staff by managing sign-in sheets and distributing materials
- Developed strong communication and leadership skills through daily interactions with children and parents

LEADERSHIP

As Chapter Officer for HOSA, organized meetings, gave presentations, and provided leadership. Raised \$5,000 for the *You DO Make Friends with Salad* fund.

REFERENCES

Available upon request

EDUCATION

High School Diploma
Springfield High School
Springfield, USA
4.0 GPA

MICROCREDENTIALS

Workforce Readiness Diploma



CTSO Chapter Officer: Teamwork



Medical Assisting



DIGITAL BADGE PORTFOLIO

<https://skillstack.idaho.gov/6ed6deec-43c7-4a31-9ef7-d74d7233c538>