

Jane Doe

New Braunfels, TX

(123) 456-7890

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EDUCATION

Master of Accounting

Expected May 2028

Texas Lutheran University – Seguin, TX

GPA – 4.0

Associate of Applied Science: Business Administration

May 2025

San Antonio College – San Antonio, TX

GPA – 3.9

EXPERIENCE

Admissions Ambassador

September 2025 - Present

Texas Lutheran University – Seguin, TX

- Supervise a team of lifeguards to ensure consistent adherence to water safety protocols and park policies
- Coordinate lifeguard rotations and break schedules to optimize guest safety and staff performance
- Provide ongoing coaching and feedback to improve lifeguard performance and promote professional growth

Lifeguard

Seasonal 2025 - 2026

Schlitterbahn Waterpark New Braunfels – New Braunfels, TX

- Surveyed a body of water and handled rescues for weak or injured swimmers
- Enforced park rules by communicating safety guidelines clearly to swimmers
- Managed rides to ensure the safe passage of guests

VOLUNTEER

IRS-Certified Tax Preparer | Volunteer Income Tax Assistant (VITA)

February 2026 - Present

Texas Lutheran University – Seguin, TX

- Prepare federal tax returns for low-to-moderate income taxpayers with accuracy and compliance using IRS-certified tax software
- Collaborate with fellow volunteers to resolve discrepancies, research tax issues, and maintain efficient workflow during peak filing periods
- Protect confidential taxpayer information by following strict IRS privacy and data-handling protocols