

# MARY ARLENE FORD

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555.555.5555  
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## EDUCATION

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**Notre Dame de Sion High School**, May 2023  
Kansas City, MO  
GPA: 3.78

**Magna Cum Laude Honors:** received 5 quarters  
3.8 GPA and above, no grade below B

## SELECTED COURSEWORK

### English IV ACCP (Dual-Credit Course)

Fall 2019

- Earned 3 college credits of English 110: Introduction to Academic Prose (University of Missouri–KC)
- Earned 3 college credits of English 126: Introduction to Popular Literature (University of Missouri–KC)

### Spanish for Heritage Speakers

Spring 2020

- Coordinated, publicized, and oversaw Sion’s Hispanic Heritage Month Festivities, including planning and carrying out a school assembly, craft and activity booths, and educational programs
- Corresponded by email and phone with Grupo Folkloric Izcalli dancers and local Bolivian musicians for school assembly showcase

## AWARDS

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Humann Scholars Leadership Council Scholarship **2022**  
National Spanish Exam Silver Award **2021**  
Online News Award, *Le Journal Live* **2020**  
Gary Adams Music Scholarship **2019**

## SELECTED COMMUNITY SERVICE

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Kansas City Zoo, 2022 **15 hours**  
Sion NHS Blood Drive, 2021 **10 hours**  
Micah Ministry, 2020–present **30 hours**  
Harvesters Food Pantry, 2019 **2 hours**

## LEADERSHIP & CLUB INVOLVEMENT

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**Committee Organizer**, Black History Celebration Month **2022**

- Proposed and launched student-led Black History Celebrations at Sion.
- Mobilized student engagement through school assemblies, activities, and educational programs.

**President**, Baking Club **2021–2022**

- Organized bake sale resulting in \$1500 raised for club activities.
- Planned and led weekly meetings and increased membership by 20%.

**Member**, Respect Diversity Club **2021–present**

**Member**, Ukulele Club **2019–present**

## ACHIEVEMENTS AND SKILLS

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- Proficient in Google Docs, Microsoft Word, and other workplace and presentation software
- Experienced with Adobe InDesign, Canva, and Illustrator
- Fluent in Spanish
- Red Cross CPR certified, 2019–2022

## WORK EXPERIENCE

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**Sales Associate** **2022–present**  
*Victoria’s Secret, Kansas City, MO*

**Delivery Driver** **2021**  
*Good Pizza, Kansas City, MO*