

# Caleb Jones

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Canton, MA 02021

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## EDUCATION

**Northwestern University**, Evanston, Illinois  
Bachelor of Arts in *Psychology*, Anticipated June 2023  
Cumulative GPA: **3.14/4.00**

*Honors:* Alpha Lambda Delta National Honor Society, Dean's List 2 of 3 quarters

*Relevant Coursework:* Macroeconomics, Public Speaking, Complex Organizations, Organizational Effectiveness

**North Canton High School**, Canton, Massachusetts, May 2019

## LEADERSHIP EXPERIENCE

**Northwestern University Office of Admissions**, Evanston, Illinois

*Tour Guide*, June 2020 – Present

- Represent Northwestern University to groups of 15+ prospective students and families.
- Address inquiries and concerns from families and prospective students.

**Canton Middle School**, Canton, Massachusetts

*Tutor*, March 2020 – June 2020

- Provided individualized tutoring to students in grades 6-8.
- Assessed educational needs of students and tailored homework assignments accordingly.
- Met quarterly with lead teachers to discuss recommended curriculum and shared student concerns.

**North Canton High School Swim Team**, Canton, Massachusetts

*Captain*, Sept. 2018 – March 2019

- Coordinated and led practice for 24 swim team members.
- Led goal setting activities to improve stroke skill and decrease speed times.
- Organized weekly team breakfasts and 15+ events throughout season to promote team spirit.

## WORK EXPERIENCE

**Bridgeview Day Camp**, Milwaukee, Wisconsin

*Lifeguard and Swim Instructor*, June 2018 – Aug. 2018; June 2019 – Aug. 2019

- Supervised 8 lifeguards to ensure the safety and instruction of approximately 200 children.
- Designed and implemented swimming program for children with developmental disabilities.
- Coordinated staff training program to ensure high level of swim instruction for students.

**Paddington Family Restaurant**, Milwaukee, Wisconsin

*Host*, June 2016 – Aug. 2016; June 2017 – Aug. 2017

- Maintained seating arrangement of restaurant to ensure maximum satisfaction of customers and staff.
- Responded to customer questions, managed customer complaints, and consulted with management.
- Contributed to major event planning, including developing event promotions and soliciting volunteers.

## ACTIVITIES

**Dance Marathon, Participant**, Evanston, Illinois, March 2020

**Lutheran General Hospital, Volunteer**, Canton, Massachusetts, Sept. 2016 – May 2019

## SKILLS

**Computer:** Proficient in Microsoft Word, Excel, and PowerPoint

**Language:** Proficient in Spanish