

JK

John Knight

Work History

Morrison Mahoney LLP - File Clerk

South Boston, MA

06/2016 - Current

- Tracked incoming and outgoing files and materials.
- Responded to internal and external requests for information.
- Maintained physical and computer-based filing systems.
- Prepared new files and assigned tracking identification numbers
- Implemented improvements to file systems and procedures.
- Wrote documents outlining file management protocols.

Tufts University - Alumni Networking Associate

Medford, MA

09/2016 - 11/2018

- Provided food and beverages for alumni during Tufts athletic events
- Education
- Established and maintained alumni relationships
 - Prepared, organized, and set up the alumni room before every

City Of Boston - Baseball Manager

Boston, MA

05/2015 - 08/2016

- Organized baseball camps and clinics for underprivileged youth in the city of Boston (football, basketball, baseball)
- Used marketing skills to organize and promote upcoming clinics via social media and flyers
- Managed a team of 8 other employers to achieve our goals

Community Service

- Active Member of Team Impact at Tufts University
- Rosie's Place
- Habitat for Humanity
- Greater Boston Food Bank
- St. Brigid's Church

john.knight@tufts.edu

(617) 372-6758

872 East Broadway, South Boston, MA
02127

Education

Expected in 06/2020

Tufts University

Medford, MA

Bachelor of Arts: Sociology, Minor in
Entrepreneurial Leadership Studies

Roxbury Latin School

Boston

High School Diploma

Skills

- Proficient in Microsoft Word, Excel, and Powerpoint
- Fluent in Spanish
- Personable
- Effective Team Leader
- High Energy
- Highly Motivated

Accomplishments

- All Nescac Baseball Selection
- Three Sport Varsity High School Athlete
- Baseball Captain
- Two Time All-ISL Baseball Selection