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| 655 E 950 N, Orem, UT 84097•801-227-8748•jsdoe@email.com |
| Jane S. Doe |
| Objective |
| To gain experience in an entry-level customer service position by utilizing my skills in leadership, accomplishment and motivation. |
| Experience |
| July 2009 – present | Childcare | Orem, UT |
| Childcare* Cared for multiple children in a variety of home, community and school settings with mutltiple families
* Responsibly carried out duties with zero complaints
* Consistently arrived on time and accomplished assigned childcare tasks (preparing meals, helping with homework, following directions)
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| 2010-2012 | Family, Career and Community Leaders of America | Orem, UT |
| Chapter Officer and Member* Coordinated community service projects as part of a team committee
* Collaborated with surrounding chapters to improve meetings and chapter goals
* Strengthened leadership ability as an elected-member of the club
* Delegated responsibilities and tasks within a group while overseeing the execution of these projects
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| 2011-2012 | Canyon View Junior High | Orem, UT |
| Peer Tutor* Individually paired with a special-needs student
* Aided special-needs students with integration into regular education classrooms
* Coordinated tasks and needs of students with teachers and parents
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| Education |
| 2010-present | Canyon View Junior High | Orem, UT |
| Junior High* Specialize courses in Math, English and Science courses
* Completed a Utah skills certificate in Foods and Nutrition
* Planned and executed a free enterprise project with a positive profit result
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| References |
| References are available on request. |