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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 | | | |
|  | | | |
| 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 | | | |
| References | | | |
| References are available on request. | | | |