

6 Pine Street, Arlington, VA 12333
555.555.5555 ♦ 566.486.2222
phjones@vacapp.com

(High School Informal)

FirstName LastName

EXPERIENCE

Pet Sitter

2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

ACHIEVEMENTS

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

VOLUNTEER EXPERIENCE

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

INTERESTS / ACTIVITIES

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

EDUCATION

Arlington High School, Arlington, Virginia
2002 – 2006

First Last Name

Street Address
City, State, Zip
Phone (Cell/Home)
Email Address

(High School Limited Experience)

SUMMARY

Two years limited temporary summer jobs in retail. To obtain knowledge of the day-to-day work of a business through a part time job, summer internship and/or job shadowing experience.

EDUCATION

Main St. High School, Philadelphia, PA

Selected Courses:

Early Childhood Development (2005) - Freshman Year
Urban Education (2006) - Sophomore Year
Urban Education - Psychology (2006-07) - Junior Year
Urban Education - Instructional Internship (2007-08) - Senior Year
Dance and Art Electives

ACTIVITIES

- Modeling Club (2005) MSHS
- JROTC Drill Team (2005) MSHS
- Drama Club (2005) MSHS
- Cheerleading (2005-2008) MSHS

VOLUNTEER WORK AND JOB HISTORY

Beacon Program, summer (2006) - Philadelphia, PA

Convenient Store, summer (2006) - Philadelphia, PA

Murray's Food Market (2006) - Philadelphia, PA

McDonald's Fast Food Restaurant (2007) - Philadelphia, PA

Boutique, summer (2007) - Philadelphia, PA

SKILLS AND LANGUAGES:

- Spanish - Beginners level
- French - Beginners level
- Communication skills
- Experience in child caring - intermediate
- Researching and resource skills

(College Grad – Volunteer/Tutor/Internship)

Susan Quigley

432-543-6543 Cell: 333-123-1234

susan.quigley@abcu.edu

35 White Street

New York, NY 10001

Education

Bachelor of Arts, ABC University, New York, NY, May 2013

Double Majors: English and Latin American Studies

Minor: Spanish

Overall GPA 3.875; Honors each semester

Study Abroad: Bogota, Colombia - January 2012

Related Experience

Library Assistant, Cervantes Library, ABC University

Sept. 2009 - present

- Assist students with research best practices
- Designed a presentation, published to University website, outlining how to most effectively use all of ABC University's library facilities in undertaking a basic research project
- Perform general administrative duties to support professional staff

Founder and leader, Harry Potter Book Club, New York, NY

Jan. 2009 - present

- Discuss the origins of one theme from the Harry Potter series with roots in classical mythology or parallels to modern history each week with middle school students
- Supply external primary sources, teach students how to make connections between these documents and the work of fiction
- Bring the conversation to modern day events and lessons applicable to students' everyday lives
- Hold weekly readings by middle schoolers open to younger children for half an hour before each discussion

Intern, Calles y Sueños Cultural Space, Bogotá

Spring 2011

- Helped design and implement programs in which community-based artists traveled to schools to work with children, teaching them about expression through art
- Assisted in teaching complimentary English lessons to community members

English Tutor, Queens, NY

Jan. 2010 - May 2010

- Assisted student in writing and proofreading essays, focusing on emphasis through rhetorical devices

*Volunteer at Community Library, **Queens, NY***

Jan. 2010 - May 2010

- Catalogued thousands of donated books, CDs, and DVDs
- Started weekly book group for elementary students to learn basic Spanish words through listening to children's books read aloud and translated

*Summer Counselor, **NY Arts Camp***

Summer 2006 - Summer 2009

- Coordinated cultural outings for children aged 10-13 i.e. trips to the theater, musical concerts, and museums including backstage conversations with artists when possible
- Helped students to plan, advertise, and hold their own artistic performances and exhibitions

*Swim Team Assistant Coach, **Brooklyn, NY***

Summer 2008

- Taught 6-8 year olds to swim the four major strokes
- Designed drills to keep swimmers engaged and motivated for an hour every morning

Other Experience

- Trombonist in All-state wind ensemble, section leader in jazz band
- Arts & Culture Editor, PS 101 High School Paper High School

David M. Walters

1000 Westide Lane
Spokane, WA 99111

505-858-1234
swalters@xyz.com

Classroom / Teacher Aide

PROFESSIONAL PROFILE

Mature and caring individual with a commitment to working with children with special needs. More than 7 years of experience as a full-time parent, caring for disabled children. Provide a nurturing, compassionate, and supportive environment while encouraging academic, physical, and personal growth.

SUMMARY

- Assist children with fitness, recreational, and academic activities
- Ensure children's health and safety
- Evaluate children's performance and keep track of progress
- Utilize special skills in working with children learning and healthy, structured play
- Provide exceptional care, assessing children's needs and resolving their problems
- Encourage appropriate socialization and interaction
- Create and carry out arts-and-crafts projects
- Instruct children in math, language, and reading.
- Demonstrate superior skills in making students feel comfortable and at ease, resulting in a trusting relationship
- Convey a friendly, gentle, and positive attitude toward children of all ages

EXPERIENCE

Stay-at-Home Dad, Spokane, WA – 2000-2007

Manager/Owner, Spokane Antique World, Spokane, WA - 1992-1999

Manager, East Valley Antiques, East Valley, WA – 1987-1991

Corporate Services Representative, Chase Manhattan Bank, Spokane, WA 1982-1987

EDUCATION

Spokane Community College, Spokane, WA

Liberal Arts courses with a concentration in Art and Photography

VOLUNTEER

Chaperone and Parent Aide for numerous school field trips and activities

Sample Dad Returning to Work

Sheryl A. Porter

18 Carriage Way
Figuroa, IN 00002

555-55-1212
sherylaporter@msn.com

Data Entry • Reception • Customer Service • Office Support

SKILLS

Data Entry
Office Support
Customer Service

Reception
Multiline Console
Scheduling

Microsoft Office
Windows 7
Lotus 1-2-3

EXPERIENCE

- Prioritized and responded to a high volume of inbound calls for professional businesses
- Identified urgency of calls and proceeded efficiently and effectively in a time-sensitive environment
- Furnished detailed messages, scheduled appointments, and communicated effectively with professional colleagues and clients
- Recognized for providing excellent customer service, resulting in advancement to Lead Sales Associate with specialty retailer
- Researched and entered competitive marketing analysis data for retail advertisers

WORK HISTORY

Midtown Discount, Figuroa, IN – Statewide Discount Retailer – 1998-1999

Pet Super Discount, Indianapolis, IN – Specialized Retailer – 1996-1998

Ace Marketing, Clinton, IN – Provided Competitive Analysis – 1993-1996

EDUCATION

Newbury College, Boston, MA – Associates Degree

Sample Mom Returning to Work

GEORGE M. HANSEN

Personal Assistant | Caregiver

PROFILE

Analytical, knowledgeable and detail-oriented Personal Assistant/Caregiver with a proven track record of performing quality administrative service and support under strict timelines. Demonstrated excellent communication, organizational, time management, and problem solving skills. Provided efficient and compassionate care giving assistance for a private party with Alzheimer's and Parkinson's disease. Skilled problem resolutions expert, able to pinpoint root cause of difficulties; resolve within a timely manner and customer-centric solution. Exercise independent judgment, decision-making abilities, and a high level of confidentiality.

CORE STRENGTHS

Daily Assistance/Grocery Shopping
Prepare/Present Meals
Light Exercise Assistance
Running Errands/Laundry
Medication Administration

Gift Shopping/Paying Bills
Appointments/Phone Support
Administrative/Clerical
Schedule Events/Engagements
Travel Arrangements

RELEVANT EXPERIENCE

- Provided long-term caregiver assistance and daily support initiatives for private party.
- Provided support to individual and family members as a trusted Administrative Assistant, scheduling travel itineraries, organizing events and engagements, and running errands.
- Performed all phone support functions, answering and returning calls, managing calendar schedules and managing appointments, organizing mail, correspondence, paying bills, gift shopping, and any other administrative or clerical duties as assigned.
- As a Caregiver, prepared and presented daily meals, and assist with daily activities.
- Provided daily services: grocery shopping, transportation to doctor's appointments, walking and light exercise assistance, and light housekeeping duties.
- Coordinated personal and medical matters, ran errands, and assisted with laundry, making the bed and/or changing linen, and escorted to religious services.
- Assisted in all personal grooming initiatives, bathing, dressing, and personal grooming, administer medications, and engage patient in physical exercise when appropriate.

WORK HISTORY

Personal Assistant/Caregiver – Fast Track Productions, Orange County, CA 2006 – Present

Caregiver – Salus Homecare, Orange County, CA 2006

Executive Assistant – MJT Management Inc., City, ST 2000 – 2006