

Jane Doe
Sugar City, Sugarland
(123) 456-7890
jdoe@gmail.com

EDUCATION

Sugar University	Sugar City, Sugarland	Anticipated Graduation: May 2019
<i>Bachelor of Science in Accounting</i>		Cumulative GPA: 3.3

WORK EXPERIENCE

Temp Agency's Name	Sugar City, Sugarland	January 2017 - March 2017
<i>Assembly Line Worker</i>		Sugar City, Sugarland

- Installed and tested bottles
- Inspected parts to ensure specific bottle instructions were met
- Produced and assembled parts for the assembly line

VOLUNTEER EXPERIENCE

Girl Scouts of -----	Sugar City, Sugarland	September 2016 - Present
<i>Girl Scout Volunteer</i>		

- Participate in community committee
- Assist in events and meetings
- Act as a mentor for 10 girls aged 9-12

<i>Caregiver</i>	Sugar City, Sugarland	January 2013 - Present
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- Provides personal care services and assists in activities of daily living (ADL), including personal hygiene, eating, and dressing
- Provides occasional transportation for the client
- Reminds client to take self- medications administered by physician

<i>Child Care Provider</i>	Sugar City, Sugarland	December 2012 - Present
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- Manage and oversee children's activity in parents' absence
- Prepare meals to ensure children eat fully and on time
- Maintain a safe and healthy environment for all children

INTERESTS

Interests: Crossword puzzles; couponing; cooking; King of the Hill, The Simpsons