

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Housekeeper for the Daniel Family - Company / Location

*MONTH YEAR - Present*

- Emptied the trash in 10 rooms in the home and replaced trash bags consistently, so always ready for garbage day.
- Filled and emptied dishwasher biweekly to ensure dishes were put away regularly.
- Vacuumed and dusted all countertops, hand railings, tables, and other surfaces twice a week.
- Stripped, cleaned, and replaced bedsheets bimonthly to ensure comfortable clean beds.
- Reorganized dish cabinets and helped reduce clutter by eliminating lesser-used items.

### Nanny for Smith Family - Company / Location

*MONTH YEAR – MONTH YEAR*

- Safely escorted three children between 4-11 years to school and after-school extracurriculars 3 times a week.
- Prepared healthy snacks and water bottles for children to take to extracurriculars so they wouldn't be hungry or dehydrated.
- Attended meetings on extracurricular activities when parents were unavailable and took notes so they could catch up when they returned.
- Cleaned dishes after preparing meals and reminded children of their homework and other chores, such as cleaning the room and feeding the family dog and cat.
- Scheduled regular Saturday outings for the children and coordinated regular check-ins with parents when they were away.

### Project Experience

- Housekeeper at the local inn for 3 months, where I did laundry, straightened rooms, and cleaned everything.
- Was a Server at Kilwins's bar, made sure to adequately serve quests to encourage them to return.
- House sitter, where I watered plants and dusted rooms before the homeowner's return.

## Education

### Bachelor's degree in Early Childhood Development - Michigan State University.

*MONTH YEAR*

- GPA: LIST
- AWARD
- AWARD

**DEPARTMENT - SCHOOL**

*May 2009*

- GPA: LIST
- AWARD

- AWARD

## **Skills**

### **Expertise**

- Fluent in English, Spanish, and American Sign Language
- Good Communication skills
- Creative problem solving
- Good listener
- Empathetic caregiver

## **Licenses & Accreditations**

### **Licenses Licenses & Accreditations**

- Driver's License
- First Aid Certification
- CPR Certification