

Name

Address

Email

Phone

## **Experience:**

Customer Service Representative – XYZ Veterinary Group – 4/2019-1/2020

Full-time, overnight front desk and phone representative for busy veterinary emergency room, greeted customers, assess severity of emergency, keep front desk/waiting room area clean and organized, assist with sign in to facility and taking payment at end of services, responsible for closing out all payments for the day in system and submitting cash into safe

Patient Care Technician/Sitter/Unit Secretary – XYZ Medical Center– 6/2015-1/2019

Full-time, rotating shifts between day and night, in Medical and Neurological Intensive Care Units, assisted patients with personal care, travel throughout unit and hospital, and supervision as needed, received phone calls, set patient up in online system, assist nurses with medical care that was within my scope of practice

Senior Counselor – XYZ Day Camp – Summer of 2014 and 2015

Worked as the leader of a group of 15 2<sup>nd</sup> grade girls, led physical and creative activities, assisted with activities as needed, provide entertainment throughout day while moving between activities, helping with lunch and swim lessons, inspired T.I.G.E.R. (Teamwork, Integrity, Generosity, Enthusiasm, and Respect) spirit for campers, also worked with various other age groups throughout the camp as counselors occasionally stepped in if someone was out or combine groups, I was also a bus counselor which kept various age children occupied on the bus ride between home and camp and vice versa

Customer Associate – XYZ Department Store – 6/2013-4/2014

Cashier, help customers find products, answer questions, greet as they enter store, restock clothing, experience with planograms

## **Education:**

Bachelor of Arts – Forensic Psychology – XYZ University – 9/2019-Current

Associate of Science – Liberal Arts/Exploring Sciences – XYZ College – 9/2013-5/2016

High School Diploma – XYZ High School – 9/2009-6/2013

**References:**

Name, Title

Phone – Email Address

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**Class Schedule until mid-May:**

Monday – 12:30-3:15 PM

Tuesday – 2-3:15 PM

Wednesday & Thursday – off

Friday – 12:30-3:15 PM

Saturday – 9:30-11:30 AM