



R.E.S.U.M.E

Rethinking Every Skill U Might Enjoy

Phrases

- Ability To
- Accustomed to
- Awarded with
- Aware of
- Established as
- Experience with
- Familiar with
- Honored as
- Knowledgeable of
- Known for
- Proficiency of
- Understanding of

Student Barriers, Challenges, and Disabilities

- Abused
- ADD/ ADHD
- AIDS/ HIV
- Allergic
- Asperger's
- Asthmatic
- At Risk
- Autism
- Blind
- Cancer
- Deaf
- Developmentally Delayed
- Diabetic
- Downs Syndrome
- Dyslexic
- English Language Learners
- Emotional Disability
- Foster Care
- Gross Motor Skills
- Grieving
- Hearing Impaired
- Homeless
- Hyper Active
- Low income
- Multiple Sclerosis
- Multiple Sclerosis
- Neglected
- Non Ambulatory
- Physical Disabilities
- Premature
- Self-Care
- Sensory Issues
- Speech Delay
- Single Parent
- Social Problem
- Speech Impediment
- Stuttering
- Trauma
- Tourette's
- Visual Spatial Processing

Verbs

- Accommodate
- Accompany
- Apply
- Assist
- Convey
- Counsel
- Create
- Design
- Draw
- Develop
- Educate
- Facilitate
- Foster
- Guide
- Give
- Help
- Honor
- Implement
- Instruct
- Keep
- Manage
- Mentor
- Monitor
- Nurture
- Plan
- Prepare
- Prepare
- Process
- Provide
- Recommend
- Referee
- Report
- Supply
- Supervise
- Teach
- Test
- Train
- Understand
- Watch

Tools/ Equipment

- Adaptive Technology
- Aeries
- Apps
- Braille
- Chrome Books/ Carts
- Common Core Standards
- Computer
- Copy Machine
- Digital Camera
- First Aid Kit
- Google Docs
- Internet
- Playground Equipment
- Printer
- Projector
- Scan Tron
- Sign Language
- Spanish
- Tablet

Nouns

- Activities
- Art
- Assessment
- Assignments
- Books
- Calendar
- Centers
- Computers
- Confidentiality
- Curriculum
- Evaluation
- Games
- Health
- History
- Homework
- Language Arts
- Learning Objectives
- Lesson
- Lesson Plan
- Math
- Music
- No Child Left Behind
- Personal Development
- Play
- Practice
- Reading
- Recess
- Routine
- Safety
- Schedule
- Science
- Sports
- Standards
- Syllabus
- Technology
- Tests
- Textbooks
- Unit
- Worksheets

Adjectives

- Best Practices
- Child Centered
- Common Core Aligned
- Culturally Sensitive
- Developmentally Appropriate
- Inquiry Based
- Project Based
- Right Brain Thinking
- Technological
- Whole Child

Titles

- Activity Leader
- Aide
- Assistant
- Au Pair
- Baby Sitter
- Big Brother/ Sister
- Big Buddy
- Camp Counselor
- Captain
- Caregiver
- Coach
- CPR/ First Aid Certified
- Facilitator
- Facilitator
- Instructor
- Leader
- Lifeguard
- Mentor
- Missionary
- Mother's Helper
- Nanny
- Personal Assistant
- Proctor
- Recreation Coordinator
- Referee
- Scribe
- Teacher
- Teacher Assistant
- Tutor

Sample Wording

- Experience working with children ages 8-10 who have autism on literacy skills.
- Knowledgeable of health and safety procedures for assisting asthmatic children with inhalers.
- Certified in Pediatric First Aid and CPR.
- Ability to facilitate small group games to children ages 5-8 that utilize fine motor skills.
- Recognized as mentor of the year by CASA for work with 7 year old foster care child.
- 3 years experience serving as an Awanna's leader and assisting children ages 9-11 with arts and crafts on a weekly basis.
- Served as president of 4H and mentored and served as a leader for 50+ mini and junior members.
- Experience providing supervision as a camp counselor for 6 girls who were grieving the loss of a parent within the past year at a camp for children who have lost a parent to cancer.
- Ability to establish a daily routine and follow it to create consistency on a private home as a Nanny for two boys ages 4 and 7;.
- Created developmentally appropriate drills for 22 children ages 7 and 8 at pop warner football practices.
- Ability to deescalate conflict and encourage open communication amongst peers in a classroom for 12 students with developmental disabilities.
- Experience adapting lessons and homework assignments for students who are English Language Learners at an after school tutoring program for children ages 5-10.
- Ability to teach piano lessons to children ages 5 to 8 using best practices in early education music techniques.
- Experience developing curriculum for science experiments that demonstrate chemical reactions while cooking.
- Ability to monitor and keep students safe on field trips and at events.
- Familiar with infant care and safety and experience caring for children under the age of 1.
- Comfortable facilitating large group instruction as a proctor for standardized testing.



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Techniques

- Bake
- Barbeque
- Beat
- Blend
- Boil
- Braise
- Bread
- Bread
- Broil
- Broil
- Brown
- Chop
- Combine
- Cook
- Core
- Deep-Fry
- Dice
- Fold in
- Fry
- Grate
- Grease
- Grill
- Grind
- Knead
- Marinate
- Mash
- Measure
- Mince
- Mix
- Peel
- Poach
- Puree
- Roast
- Sauté
- Sear
- Season
- Scald
- Sift
- Simmer
- Slice
- Spread
- Stew
- Stir
- Stir-fry
- Toast
- Toss
- Whip

Verbs

- Arrange
- Choose
- Clean
- Cost
- Create
- Decorate
- Instruct
- Lift
- Manage
- Plan
- Prepare
- Provide
- Purchase
- Replicate
- Sanitize
- Select
- Serve
- Stock
- Supervise
- Utilize

Equipment

- BBQ
- Blender
- Broiler
- Candy Thermometer
- Cash register
- Cast Iron
- Coffee Maker
- Convection Oven
- Conveyor Dishwasher
- Conveyor Oven
- Dehydrator
- Dishwasher
- Dutch Oven
- Food Processor
- French Fry Cutter
- Fry Pan
- Fryer
- Glass Washer
- Grease Pan
- Grill
- Knife Sharpener
- Meat Slicer
- Mixer
- Panini Machine
- Pastry Bags
- Plate Warmer
- Pop Corn Machine
- Rotisserie
- Sause Pot
- Shave Ice Machine
- Slushy Machine
- Snow Cone Machine
- Soft Drink Dispenser
- Soft Serve Machine
- Steamer
- Walk in Freezer
- Wok
- Wood Fire Oven
- Ziosks

Nouns

- Appetizers
- Baked Goods
- Beverages
- Breads
- Carbs
- Casseroles
- Confections
- Conversions
- Desserts
- Dressing
- Equivalents
- Extracts
- Fats
- Fish
- Fruits
- Herbs
- Leavens
- Measurements
- Meats
- Menu
- Mirepoix
- Nutrition
- Oils
- Pastas
- Pastries
- Protein
- Recipes
- Roux
- Salads
- Sauces
- Smoothies
- Soufflés
- Soups
- Specials
- Special Diet
- Spices
- Stock
- Substitutions
- Supplements
- Sweets
- Vegetables

Adjectives

- Certified Organic
- Cost Effective
- Dairy Free
- Farm Fresh
- Gluten Free
- Healthy
- Locally Sourced
- Non GMO
- Seasonal
- Sugar Free
- Vegan
- Vegetarian

Titles

- Assistant Manager
- Barista
- Beverage Machine Technician
- Cake Decorator
- Cashier
- Caterer
- Certified Food Handler
- Concession Stand Server
- Dishwasher
- Event Planner
- Fry Cook
- Host
- Hostess
- Inventory Clerk
- Line Cook
- Mater De
- Meal Planner
- Office Manager
- Pastry Chef
- Pizza Tossler
- Purchasing Agent
- Receptionist
- Sandwich Artist
- Server
- Sous Chef
- Stocker
- Waiter
- Waitress

Sample Wording

- Ability to accurately take orders; operate cash register; take payment by cash, check, and debit; and balance and close out register and tips at the end of shift totaling over \$2,000.
- Familiar with substituting ingredients with gluten and lactose free equivalents to create pastries.
- Ability to effectively prepare a food budget for a catering event to increase profitability by 20%.
- Experience decorating cakes for parties and special events with Disney Characters and Superheros.
- Ability to plan meals based on fresh produce selections, sales, and availability of seasonal locally sourced ingredients.
- Ran drive through window and trained all new employees in cash register operation, cash handling, customer service, and workspace maintenance.
- Prepared fresh organic ingredients for dishes created by the chef with high quality and accurate technique while minimalizing waste.
- Memorized over 250 drink combinations with accuracy and speed as a barista.
- Familiar with maintaining and calibrating the soda machine to maintain quality assurance.
- Ability to operate an industrial mixer and convection oven while calculating and converting recipes to prepare bulk orders.
- Familiar with working a fast paced concession stand preparing shave ice, hot dogs, popcorn, and nachos while maintaining quality customer service and accurate drawer count.
- Familiar with setting a formal table place setting and preparing a 5 course meal that is nutritionally balanced.
- Ability to toss a pizza evenly and consistently by hand and cook it in a wood burning oven to perfection.
- Experience operating a lemonade stand with 300% profit from startup including all marketing, purchasing, cost analysis, recipe creation, product development, customer service, and money handling.
- Experience maintaining a clean, safe, and orderly work environment to ensure proper care and handling of food to prevent food born illnesses.

Mia's Resume- A Day in the Life of a Second Grader

Two of at least 10 pages of experiences I could write about if my daughter was looking for a job, but would I include all these on a single job application or resume, NO, I would only use the ones she needs that are relevant to help her get the job. Remember we all have EXPERIENCE that you forget about because it was not learned in a classroom or on a paid job,. Take responsibility for your own resume and use initiative to gain experience any way you can to get the job you want. Experience is something you can replicate if needed.

Event Planner

- ❑ Experience planning parties and events with food, games, and prizes for children ages 2-12 on a budget up to \$100.

Food Chemist

- ❑ Knowledgeable of boiling points for sugar (soft, soft crack, hard, hard crack) to find the perfect temperature for making toffee.

Candy Shop Owner

- ❑ Made "Sparkle Candy" toffee for the Science Fair and sold over 100 pieces for a profit of \$20.

Fund Developer

- ❑ Raised at least 20% of donations (\$5,000) for a 3-year-old boy with brain cancer through hundreds of direct requests, fliers at community events, and social media and email campaign.

Geocache Instructor

- ❑ Experience teaching 4 children ages 5 and 6 how to use a compass, how to identify cardinal directions, and how to use a GPS device to geocache.

Detailer

- ❑ Familiar with washing, drying, waxing, polishing, dusting, and vacuuming large trucks and SUVs.

Curriculum Designer

- ❑ Created, developed, and sold a PowerPoint for children ages 5-10 on Teacher Pay Teachers, selling more than 10 copies in a one month period.

Broadway Singer

- ❑ Stared as little Kangaroo in Seussical and sang chorus as a soprano in a Broadway Show with 6 performances.

Classroom Teacher Assistant

- ❑ Experience tutoring kindergarten students in a dual immersion Spanish/ English classroom and assisting them with pronunciation, spelling, reading, math, and letter formation.

Yard Art Designer

- ❑ Ability to construct accurate and decorative sun dials in all shapes and sizes as yard art for time keeping.

Personal Assistant

- ❑ Experience depositing checks up to \$4,000, withdrawing up to \$600 from ATMs, grocery shopping for items up to \$200 and processing payment in store by ATM, returning and exchanging items, doing dishes, washing and sorting laundry, cleaning bathrooms, and assisting with child care for children under 4.

Animal Trainer

- ❑ Feed, create habitat for, and train a domesticated dumbo ear rat for show at competitions earning 1st place in “most cuddly,” “fastest,” most sociable,” and “best performer.”

Cashier

- ❑ Experience checking out groceries and knowledgeable of general cash register operation. Familiar with various forms of payment, checking ID, counting money, making change, upselling, exceptional customer service, and stocking shelves.

Circus Performer

- ❑ Ability to perform basic swinging ladders, unicycle ariel ribbons/ lyer, gymnastics, balloon animals, and magic for crowds as large as 300.

Gardener

- ❑ Knowledgeable of basic garden techniques based on climates, soil type, sun exposure and irrigation as well as pest control. Experience growing zucchini, carrots, pumpkins, tomatoes, peppers, watermelons, grapes, and basil. Received 1st place for the largest pumpkin at the LA County fair.

Cosmetologist

- ❑ Knowledgeable of basic makeup techniques for applying mascara, eye shadow, blush, lipstick, and foundation.

Fashion Designer

- ❑ Experience designing customized shirts, shoes, and hair bows using a variety of techniques including tie dye, iron-ons, lace trimming, puff paint, sequins, and ribbon. Received 1st place at the LA Fair for a 4-piece Tie Dye Outfit.

Sports Photographer

- ❑ Experience as the team sports photographer for the Emerald Sparkle Fairies AYSO Soccer Team. Ability to take action photos, edit, crop, filter, create collages, and upload to social media to publish.

Counselor

- ❑ Experience employing active listening and providing mediation for children ages 2-12 while deescalating anxiety, and suggesting conflict resolution.

Book Store Manager

- ❑ Managed the Scholastic Bookstore at a preschool and sold \$280 worth of products in a 2-hour shift. Categorized and organized books by age and subject, suggested books to customers, upsold products at checkout, and processed payment by credit card and check.

Shoe Drive Coordinator

- ❑ Experience soliciting used shoes in various neighborhoods door to door in order to donate 200 pairs of shoes to day workers at Home Depot for Christmas. Sorted shoes and assisted men in finding a suitable pair while speaking to them in Spanish.

Nature Center Assistant

- ❑ Knowledgeable of local animals, amphibians, reptiles, insects, and spiders and ability to teach children ages 2-10 about their habitat, the food chain, physical characteristics, and proper care and handling. Ability to identify dangerous insects, spiders, and plants and promote trail safety and respect for nature.

Examples of how to list skills on resume from typical minimum wage jobs

JOB TYPE 1

CASHIER/ CUSTOMER SERVICE/ RETAIL SALES/ STOCKER (Wal-Mart, Sports Chalet, Game Stop, Forever 21)

- Familiar with customer payment by cash, check, credit card, debit, and gift card.
- Experience handling money and counting back change.
- Ability to issue receipts, refunds and credits due to customers.
- Familiar with the process and procedure for operating a cash register and electronic scanner.
- Capable of greeting customers with a warm welcome upon entering store.
- Ability to answer customers' questions about products and services.
- Capable of maintaining a clean and orderly checkout area.
- Knowledgeable of how to stock shelves and mark/ change prices on items as requested.
- Ability to lift merchandise properly to avoid injury.
- Ability to climb ladders using caution to avoid injury.
- Ability to take inventory to identify items to be reordered or restocked.
- Knowledgeable of packing customer purchases in bags carefully to avoid damage.
- Capable of maintaining clean and orderly shelves, displays, and, aisles.
- Knowledgeable of _____ products and ability to recommend, select, and locate merchandise based on customer needs and desires.
- Ability to provide high quality customer service and treat customers with excellence.

JOB TYPE 2

HOST, SERVER, COOK, DISHWASHER, WAITER, CASHIER, BARISTA, ETC. (In-N-Out, Starbucks, Chili's, Catering)

- Possession of current food handler's card.
- Ability to maintain clean equipment and work surfaces to ensure safe and sanitary food-handling practices.
- Experience cooking on a stove, grill, fryer, bbq, smoker and grill.
- Experience using a toaster, blender, mixer, microwave, waffle maker, meat cutter, etc.
- Ability to decorate cakes, cookies, and cupcakes using various cake decorating techniques.
- Knowledgeable of proper cooking and storage techniques to ensure food meets health and safety guidelines.
- Familiar with _____ food menu and ability to take food and drink orders accurately.
- Ability to memorize daily specials and promote and recommend them to customers.
- Ability to process food orders and knowledgeable of operating cash register and accepting payment in form of cash, credit, debit, or gift certificate.
- Ability to read food orders and prepare and cook food according to instructions.
- Experience washing, cutting, and preparing food.
- Experience reading recipes and measuring ingredients accordingly to cook quality food.
- Experience serving food and bussing tables accurately and efficiently while providing quality customer service.
- Experience washing pots, pans, dishes, utensils, and other cooking equipment by hand and in a large dishwasher.
- Ability to replenish food, condiments, and supplies as needed.
- Familiar with brewing coffee and making drinks to specification.
- Knowledgeable of need to check identification to ensure minimum age requirements are met for consumption of alcoholic beverages.
- Ability to greet guests and seat them at tables or in waiting areas.
- Experience setting a table with proper dishes and utensils.

JOB TYPE 3**LABOR, MAINTENANCE, PAINTING, JANITORIAL, ETC. (Labor Staffing Agency, Construction, Janitorial Company)**

- Experience preparing surfaces with dropcloths and masking tape prior to painting.
- Ability to fill cracks and holes using caulking guns or putty knives.
- Experience applying primers, sealers, paint, and stain using brushes, spray guns, or rollers.
- Experience operating a skill saw, drill, and radial saw.
- Ability to perform basic drywall, tiling, and masonry.
- Knowledgeable of basic welding techniques.
- Experience using picks, shovels, rakes, lawn mowers, edger, and clippers during landscape.
- Experience cleaning and restocking restrooms.
- Experience sweeping, mopping, polishing and vacuuming floors and washing windows.
- Experience operating a fork lift, backhoe, and pallet jack.

JOB TYPE 4**RECEPTIONIST, OFFICE SUPPORT, CLERICAL, DATA ENTRY, ETC. (Staffing Agency, Private Company)**

- Ability to operate copiers, fax machine, postage meter, scanners, and digital camera.
- Knowledgeable of answering a multiline phone by providing excellent customer service, taking messages, and forwarding calls.
- Ability to maintain a clean and orderly work environment and efficiently complete tasks on time.
- Experience supervising front office staff of 5 people and coordinating schedules to ensure adequate staffing coverage.
- Experience opening, sorting, and routing incoming mail and preparing outgoing mail.
- Ability to type 45 words per minute with 100% accuracy and perform 10 key data entry.
- Ability to file and maintain confidential records.
- Proficient in Social Media Programs including Facebook and Twitter. Familiar with Microsoft Word, Excel, and PowerPoint. Knowledgeable of basic Adobe Photoshop.
- Ability to take inventory and order office supplies online.

(DRAFT) Creating Resume Wording from a CTE class and Hobby

Video Production

- Ability to write, produce, direct, shoot and digitally edit film.
- Familiar with video genres and techniques.
- Familiar with pre-production, production and direction.
- Ability to operate video field equipment including camera, audio, and lighting.
- Experience performing digital editing and using multiple video elements together (images, sound, interviews, music, archival footage) to convey a message, tell a story, and achieve communication goals.
- Experience using Adobe Premier Elements, Adobe Premiere Pro and iMovie.
- Familiar with GoPro cameras for action shooting.
- Experience uploading videos to YouTube and managing a channel with subscribers.
- Familiar with Low/high Angles, Pans, Tilts, Zooms, Static shots, wide, medium, close-up, extreme close up.
- Familiar shooting with natural light, color, shadows, foreground and background elements.
- Familiar with the basic parts of the camera and the camera chain.
- Knowledgeable of the optical characteristics of lenses, such as focal length, f-stop, iris and depth of field.
- Ability to collaborate with a team for a studio productions;
- Knowledgeable of studio equipment, including: cameras, sound board, character generator, video switcher, and teleprompter.
- Familiar with using a green screen.
- Ability to install, adjust, and operate electronic equipment to record, edit, and transmit radio and television programs, motion pictures, video conferencing, or multimedia presentations.
- Experience diagnosing and resolving media system problems.
- Knowledgeable of switching sources of video input from one camera or studio to another, from film to live programming, or from network to local programming.
- Ability to mix and regulate sound inputs and feeds or coordinate audio feeds with television pictures.
- Experience compressing, digitizing, duplicating, and storing audio and video data.
- Ability to organize and string together raw footage into a continuous whole according to scripts or the instructions of directors and producers.
- Experience reviewing assembled films or edited videotapes on screens or monitors to determine if corrections are necessary.
- Ability to trim film segments to specified lengths and reassemble segments in sequences that present stories with maximum effect.
- Experience determining the specific audio and visual effects and music necessary to complete films.

Sample Action Verbs

No sentences on your resume should start with “I”, it is a waste of space and is unnecessary; instead start sentences with a verb. “I was responsible for managing” now becomes, “Managed”. Verbs should be present tense only when you are still actively employed or talking about what you can do for the employer in a summary of skills and should be past tense if you are no longer doing the activity like in a past job. Also avoid using simple, non specific words on your resume like “helped”, and replace them with powerful action verbs that describe exactly what you did and how. Below are some examples of powerful action verbs.

Accomplished	Earned	Planned
Achieved	Edited	Prioritized
Added	Enforced	Programmed
Administered	Engineered	Proposed
Addressed	Evaluated	Protected
Advised	Facilitated	Purchased
Aligned	Filed	Reconstructed
Analyzed	Formulated	Recorded
Arranged	Found	Remodeled
Assembled	Identified	Reported
Assessed	Illustrated	Rescued
Attained	Influenced	Researched
Balanced	Inspected	Resolved
Budgeted	Instituted	Responded
Built	Invented	Reviewed
Calculated	Investigated	Scheduled
Classified	Led	Secured
Collected	Listed	Selected
Compiled	Listened	Served
Consolidated	Maintained	Shaped
Consulted	Managed	Solved
Cooked	Marketed	Standardized
Coordinated	Moderated	Streamlined
Crafted	Molded	Supervised
Created	Monitored	Surveyed
Debugged	Motivated	Taught
Defined	Negotiated	Tested
Designed	Operated	Trained
Developed	Organized	Traveled
Diagnosed	Oversaw	Tutored
Directed	Performed	Upgraded
Discovered	Persuaded	Wrote

Joseph "Joe" Smith¹

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OBJECTIVE⁵

To obtain a position as a _____⁶ that enables me to use my _____, _____, and _____ skills.⁷

SUMMARY OF SKILLS⁸

CATEGORY 1⁹

- Ability to _____.¹⁰
- Familiar with _____.
- Capable of _____.

CATEGORY 2

- Experience using _____.
- Skilled in _____.
- _____ years experience _____.

CATEGORY 3

- Proficient in _____.
- Trained in _____.
- Basic Knowledge of _____.

EXPERIENCE¹¹

Name of Employer¹²

MM/YY-MM/YY¹³

Job Title¹⁴

City, ST¹⁵

- Detailed description of job activities, responsibilities, and any awards or promotions.¹⁶

Name of Organization¹⁷

MM/YY-MM/YY

Role¹⁸

City, ST

- Detailed description of role in organization, volunteer activities, or awards received.¹⁹

Name of Club²⁰

MM/YY-MM/YY

Leadership Title²¹

City, ST

- Detailed description of activities, leadership roles, planning and organization, and any awards.²²

EDUCATION²³

School Name²⁴

MM/YY²⁶

Diploma, Certificate, Degree²⁵

City, ST

- Honors, Awards, GPA if 3.5 and higher.²⁷

Organization²⁸

MM/YY

Name of Program/ Training²⁹

City, ST

- Awards or Certificates³⁰

CERTIFICATIONS³¹

Name of Organization³²

Expiration MM/YY³³

Title of Certification

COMPUTER SKILLS³⁴

Proficient in _____, _____, and _____. Knowledgeable of basic _____.

LANGUAGE SKILLS³⁵

Ability to read, write, and speak _____ and _____. Knowledgeable of basic conversational _____.

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PROFESSIONAL REFERENCES**Employer's or Supervisor's Name, Company and Job Title**

Street Address

City, ST Zip

Phone

Email

Coach's Name, Organization and Job Title

Street Address

City, ST Zip

Phone

Email

Professor's Name, School and Job Title

Street Address

City, ST Zip

Phone

Email

Counselor's Name, School or Agency and Job Title

Street Address

City, ST Zip

Phone

Email

Pastor's Name, Congregation and Job Title

Street Address

City, ST Zip

Phone

Email

Professional Colleague, Company and Job Title

Street Address

City, ST Zip

Phone

Email

Client, Company and Job Title

Street Address

City, ST Zip

Phone

Email

TIPS

Remember you choose your references. On a job application you normally have to list a supervisor or the owner of the company but here you can decide who you want to list. It should not be friends or relatives, but someone who is a professional and who has seen your work in action and can attest to your skills. Be sure to ask their permission, let them know what types of jobs you are applying for, and maybe even ask for a letter of reference. Only send references upon request so you are not giving out their personal information to 50 companies a week during your job search, but do include references or letters of recommendation when it may help you get the job because the person you are referencing may be known by the employer and their good words about you may help you get the interview.

STUDENT GOVERNMENT

Summary of Skills: Example of Skill

Ability to work in a team.

Ability to plan, organize, and supervise events for up to 2,000 people.

Experience planning, managing, and tracking budget up to \$25,000.

Ability to communicate ideas effectively and actively listen to input from others.

Experience creating slogans, public service announcements, brochures, and posters that increased participation in an event by 37%.

Experience handling money while working concession stands and selling tickets. 100% accuracy in drawer count at the end of each event.

Ability to work effectively with peers, staff, teachers, and administration.

Knowledgeable of school rules, policies, and regulations and adhere to them in order to set a positive example for fellow students.

BABYSITING (Siblings Count)

Summary of Skills: Example of Skill

Experience working with young children.

Knowledgeable of basic child development and age appropriate activities for young children.

Ability to provide a caring and nurturing environment for children.

Ability to prepare healthy snacks and meals.

Experience helping children with homework including numbers, colors, letters, and reading.

Ability to resolve conflicts, deescalate anxiety, and use active listening skills to determine how to solve problems.

Ability to multitask.

Experience serving as a positive role model to younger children.