

Hally Career

1534 24th Ave North Apartment # 225; Group, ND 58889
(555)653-5555 - Hally.Career@my.ndscs.edu

Education:

North Dakota State College of Science (Wahpeton, ND)

Associate of Applied Science – Occupational Therapy *Anticipated Graduation:* May 20XX

- President of the OTA Club (20XX/20XX)
- GPA: 3.9

North Dakota State College of Science (Wahpeton, ND)

Associate of Arts – Liberal Arts

May 20XX

- GPA: 3.7

Fieldwork Experience:

Company Rehabilitation (Newport, CT)

March – May 20XX

- Geriatrics

St. Annie Medical Center (Group, ND)

January – March 20XX

- Physical Disabilities, Social Work

Wahpeton Public School District (Wahpeton, ND)

October 20XX

- Pediatrics

Community Hospital (Wheaton, ND)

March 20XX

- Behavioral Health

Work Experience:

Dining Room Manager, Server

May 20XX – Present

Colly's Good Dining (Wahpeton, ND)

- Responsible for opening and closing duties including opening and closing cash register, testing automated system and trouble-shooting concerns as they arise
- Ensure the hosts, servers and kitchen staff work cooperatively to maximize efficiency
- Exhibit ability to work efficiently and collaboratively in a fast-paced environment
- Display excellent customer service skills when interacting with diverse clientele

Direct Care Provider

May 20XX – May 20XX

Ally Group Home (Wahpeton, ND)

- Responsible for providing care for 6-8 clients with physical and mental limitations
- Transported clients to and from medical and other care appointments
- Developed excellent communication skills through communicating concerns, progress or other information to staff members, medical caretakers and family members

Caregiver

Summer 20XX, 20XX

Frigley Family (Wall, ND)

- Responsible for providing primary childcare for three children between the ages of 6 months to 5 years
- Ensured children were safely transported to and from activities
- Engaged children through planning craft projects, activities and meals

Certifications:

First Aid & CPR (20XX)

Certified Nursing Assistant (20XX)



Sample Résumé including Field Experience

Don Draft

555 4th Ave.; Place, ND 55665 | (701) 554-0658 | Don.Draft@my.ndscs.edu

Education

North Dakota State College of Science (Wahpeton, ND)

Anticipated May 20XX

Associate of Applied Science in Building Construction Technology

- **GPA:** 3.7
- **Certifications:** OSHA, First Aid & CPR

Place Area High School (Next, ND)

May 20XX

Diploma

Professional Experience

Green & Black Construction (Place, ND)

Summer 20XX - 20XX

Crew Member

- Gained valuable experience related to estimating and framing new construction, interior finishing, pouring concrete and other general construction skills
- Responsible for working both independently with little supervision and an active team member
- Trained on and followed all safety requirements

City of Next (Next, ND)

Summer 20XX

Lifeguard/Swimming Lesson Instructor

- Responsible for teaching children 5-7 years old basic swim techniques, and communicating with parents and supervisors regarding students' progress
- Accountable for selling swimming passes, counting and opening/closing cash register during each shift
- Followed protocol to ensure the safety of all those swimming
- Successfully completed 30+ hour training course

Service & Activities

- **Building Construction Club:** Vice President (20XX)
- **NDSCS Student Senate:** Representative (20XX)
- **Our Faith Unite Mission:** Crew Leader (June 20XX)
 - Lead a crew of 10 high school students to rebuild a school in Arnaud, Haiti
- **FFA:** State Degree winner (20XX), Chapter President
- **Team Captain:** Basketball (20XX/20XX, 20XX/20XX), Football (20XX)



Sample Résumé: Seeking a Cooperative Education Experience