

# Hally Career

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

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## 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)



# Don Draft

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## 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)

