**
Jane Doe**

(483) 555-4998 – info@hloom.com

Chicago, IL - 38493

**SKILLS SUMMARY**

* 2 years of lifeguarding experience at the Chicago East beach
* Emergency treatment administered once; swimmer recovered successfully
* Trained in first aid by the Red Cross Association
* Lifeguarding certification obtained on first attempt at the age of 15

**WORK EXPERIENCE**

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| **Lifeguard** | *Mar. 2012–Present* |
| *Chicago East Beach* | *Chicago, IL* |

* Oversaw a beach with an average of 50 residents near water at a time in teams of 2 lifeguards
* Inspected beach and removed dangerous objects from shore (20 over 2 years)
* Provided first aid assistance to over 20 residents injured playing sports on beach

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| **Daycare Assistant** | *Jan. 2012–Feb. 2012* |
| *Jabberwoky Daycare* | *Chicago, IL* |

* Supervised 20 students during recreation times
* Treated minor injuries and taught students basic first aid procedures
* Identified conflicts between students and prevented escalation

**EDUCATION**

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| --- | --- |
| **High School Diploma** | *Sept. 2011–Present* |
| *Chicago Collegiate* | *Chicago, IL* |

* 3.85 grade point average (GPA)
* Included on Honor Roll each year of high school for high GPA

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