

# Applicant Name

Boston, MA 02118 | (857) 000-0000 | emailofapplicant@gmail.com

## EDUCATION

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**Newton North High School**, Boston, MA

**Class of 2020**

GPA: 3.5

**First aid and CPR certification**

## EXPERIENCES

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**Care.com**, Boston, MA

**Apr 2022- Jan 2023**

*Au Pair*

- Provided confidential and comprehensive childcare for children ranging in age from 3 months to 10 years old
- Managed childcare and housekeeping responsibilities
- Created educational activities and exercises based on the latest learn-play-based research
- Scheduled activities and outings

**Victoria's Secret**, Boston, MA

**Nov 2021- Apr 2022**

*Seasonal Cashier*

- Provided customer service and assistance
- Handled cash and credit transactions
- Assisted with merch inventory
- Maintained a clean and tidy work environment and all other duties as directed

**St. Stephen's Episcopal Church**, Boston, MA

**Jul 2018- Aug 2021**

*Site Assistant/ Lead Counselor*

- Assisted applicants with registration and organizing applications for after-school and summer programs
- Provided child care, mentoring, and tutoring children between the ages of 6-13 years old
- Planned field trips and activities for youth that support educational needs and structure as well as accompanying and chaperoning field trip events
- Assisted with community program B-Love that included distributing and assisting families with groceries and household supplies

## EXTRACURRICULAR & VOLUNTEER ACTIVITIES

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**YMCA**

*Volunteer*

**Jul 2017- Sep 2017**

- Supervised the basketball court during games
- Maintained and provided safety for children ranging from the ages of 12-17 years
- Assisted with snack time and other events that took place in the facility

**Inquilinos Boricuas en Acción**

*Youth Leader*

**Jul 2014- Aug 2014**

- Participated in workshops held for the community
- Accompanied lead staff on field trips and assisted with chaperoning
- Assisted with various programs and activities on the agenda for the day

## SKILLS

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- Native Spanish speaker
- Strong oral and written communication
- Computer proficiency