**Jane Student**

|  |  |
| --- | --- |
| 123 Main Street  Grand Junction, CO 81506 | (970) 987-6543  jane.student@gmail.com |

**Skills and Strengths**

* Strong Communication Skills
* Excellent Customer Service Skills
* Organized and Detail Oriented
* Money Handling Skills
* Strong Work Ethic
* Problem Solver and Team Player

**Work Experience**

|  |  |
| --- | --- |
| **Pet Sitter**  Friends and Family | Grand Junction, CO  2013 - Current |

• Feed and water animals according to schedules and feeding instructions.

• Mix food according to instructions.

• Examine and observe animals to detect signs of illness or injury.

• Clean and maintain animal quarters.

• Perform animal grooming duties such as washing and brushing.

• Exercise animals to maintain their physical and mental health.

|  |  |
| --- | --- |
| **Baby Sitter**  Friends and Family | Grand Junction, CO  2012 - 2014 |

• Maintained a safe play environment.

• Dressed children and changed diapers.

• Observed and monitored children's play activities.

• Communicated with children's parents or guardians about daily activities, behaviors,

and related issues.

• Assisted in preparing food and serving meals and snacks to children.

• Helped children with homework and school work.

• Read to children and taught them simple crafts and songs.

• Performed housekeeping duties, such as laundry, cleaning, and dish washing.

• Organized and stored toys and materials to ensure order in activity areas.

**Education**

|  |  |
| --- | --- |
| **Palisade High School**  Anticipated High School Diploma  General Education, 3.5 GPA | Palisade, CO  May 2020 |

**References**

Available Upon Request