

Betty Beginner

515-555-5555
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Education

Iowa State University

Bachelor of Science: Child, Adult, and Family Services

Ames, Iowa

May 20XX

Related Coursework:

- **Individual and Family Development, Health, and Well-Being:** Discussion of topics related to family diversity, individual/family health and well-being, and reciprocal relationships as affected by external factors.
- **Professional Principles for Working with Children and Youth:** Introduction to professional principles and ethics, understanding of child abuse reporting, and universal precautions.

Certifications: CPR and First Aid

Related Experience

Iowa State University Child Care Center

Teacher Assistant

Ames, Iowa

September 20XX – Present

- Provide supervision to 15-20 elementary school-aged children.
- Plan engaging and educational activities on a rotating basis.
- Document children's behavior and progress and share updates with parents and guardians.

Human Development & Family Studies Club, Iowa State University

Member

Ames, Iowa

August 20XX – Present

- Participate in ongoing volunteer activities to serve the Central Iowa community.
- Coordinate week-long on-campus clothing drive to benefit Youth and Shelter Services.

Habitat for Humanity

Volunteer

Cedar Rapids, Iowa

Summer 20XX

- Scheduled 40+ volunteers for Habitat sales, construction sites, and store.

Leadership Development

Student Council, Kennedy High School

Vice-President

Cedar Rapids, Iowa

August 20XX – May 20XX

- Collaborated with student council members to host Senior Night dinner and dance, raising \$2,000 toward purchase of new gymnasium scoreboard.
- Served as liaison between Student Council and Student Council Adviser.
- Supervised election of 20 new student officers.

Additional Experience

Hy-Vee

Cashier

Cedar Rapids, Iowa

November 20XX – August 20XX

- Completed transactions in an efficient manner, handling an average of 100 transactions daily.
- Awarded employee of the month twice based on customer and managerial feedback.
- Trained two new employees on store policies and techniques.
- Communicated with customers and co-workers to ensure a productive environment.

Many first-year students need to include information from high school during their first year of college. Career Services recommends removing high school information from the resume by the end of the first year.