**RESUME SORTING CARDS**

Cut along the dotted lines.

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| HIGHLIGHTS OF QUALIFICATIONS  * Basic Life Support, First Aid, and CPR Certified * Type 85 WPM * Attention to Detail * Skilled in Customer Service * Familiar with Office 365 |
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| LEADERSHIP EXPERIENCE  * Facilitated Love for Lions Fundraiser, raising $1,000+ dollars for families in need.   Funds paid for a turkey, a bag of potatoes, and 3 paper bags of canned goods, to be served as a holiday dinner.   * As Student Council President, led a team of 24 students, delegating responsibilities as needed and making sure that projects get completed on time.  As Captain of Soccer Team, led and motivated teammates to use good sportsmanship, and to put forth their best effort. Acted as point of contact with referee and set a good example for others. |
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| **AWARDS**   * Took 1st place in the Oklahoma City Bombing Memorial Museum Essay Contest. * Named Academic All-State by the Oklahoma Foundation for Excellence. |

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| EDUCATION |
| Oklahoma City Community College Concurrent Enrollment – August 2022 – May 2023   * English Composition I & II * General Psychology |
| Moore Norman Technology Center AUA+ (Pre-Nursing) - Graduated May 2023   * National Technical Honor Society (NTHS) * Good Bedside Manner * Able to Communicate with Patients and Staff * Assist Patients with Hygiene and Bodily Functions * Completed 3 weeks of Clinicals at Sooner Care * HOSA Member and Class Vice President |
| Norman North High School Diploma - Graduated May 2023   * 4.0 GPA * National Honor Society (NHS) * Student Council President * Member of French Club * Captain Varsity Soccer Team * Honor Roll Recipient |

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| EXPERIENCEBraum’sTeam Member - March 2021 – Present  * Work part-time while attending Moore Norman Technology Center and High School and taking concurrent classes through OCCC. * Responsible for taking customer orders, ensuring order accuracy, taking payment and counting change, food preparation, delivery of food, and waste management. * Cross-trained in to-go window responsibilities, stocking dairy cooler, and receiving products from shipping. * Received a raise of $1.25/hour after 6 months of employment. * Serve an average of 40 customers per hour. * Trained 5+ employees, all still employed with company. * Recognized by management for punctuality and willingness to help.   **Self-Employed**  Babysitter – June 2020 – Present   * Responsible for supervision and care of 2 children, ages 3 and 5. * Prepare food and help with feedings. * Assist with bath time. * Ensure children maintain routines. |
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| COMMUNITY SERVICEMeals on Wheels – January 2023 - Present  * Volunteer 3+ hours weekly, delivering hot meals to 10+ community members in need. Facilitated Love for Lions Fundraiser, raising $1,000+ dollars for families in need. |