

RESUME SORTING CARDS

Cut along the dotted lines.

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

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.

AWARDS

- Took 1st place in the Oklahoma City Bombing Memorial Museum Essay Contest.
- Named Academic All-State by the Oklahoma Foundation for Excellence.

EDUCATION

Oklahoma City Community College

Concurrent Enrollment – August 2022 – May 2023

- English Composition I & II
 - General Psychology
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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
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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

EXPERIENCE

Braum's

Team 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.

COMMUNITY SERVICE

Meals 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.