

Grace Smith
555 S. 55th Street
Milwaukee, WI 53221
414/555-5555
myfirstresume@yahoo.com

Career Objective

To obtain permanent full-time employment with a team oriented company.

Employment

- ✓ **i-Care: Independent Care Health Plan** -Milwaukee, WI (9/2009-Present)
Duties include data entry of name, address, zip code, and phone numbers into Excel; categorizing and labeling patient information into boxes: performing internet searches for merchandise and information related to the field of health care: making health related information available to the public by publishing postings onto Facebook: and clerical duties such as, typing and using Word , collating and preparing mailings, answering the phone and providing customer service.

- ✓ **Babysitting** (2003-Present)
I have watched family member's children from birth to age three on a nightly basis. My responsibilities include diaper changing, reading books, cooking and feeding, bathing, playing, and soothing them when they're upset.

- ✓ **Youth Workforce Development Program** (Summer 2009)
Duties included cleaning up litter from the parks, cutting down trees, and planting flowers.

Education

- ✓ **Milwaukee School of Languages** (Graduating 6/2010)
2003-Present (Middle/High School)

Extra-Curricular Activities

- ✓ Girl's Basketball JV Team 2008-2011
Team Manager 2010-2011

- ✓ Girl's Softball Team 2008-2009

References

- ✓ Sue Gumina-Cannon, Transition Coordinator, Milwaukee School of Languages
414/555-5838
- ✓ Jane Ahl, Employment Training Specialist, Milwaukee Public Schools
414/555-3502
- ✓ Derrick Lewis, Supervisor, i-Care
414/555-2904

Jordan Smith- Resume

**555 N. 5th Street
Milwaukee, WI 53212
(414) 555-1579
*JordanK.Smith@yahoo.com***

Objective: Seeking employment in a factory, retail, health care or food services industry.

Skills/abilities:

- Working with and helping others and reliable
- Learns new tasks quickly
- Good attendance
- Staying focus and avoiding distractions

Work Experience:

1/11 to Present : *Shipping and Receiving Intern*

Aurora Sinai Medical Center
945 N. 12th Street
Milwaukee, WI 53233

Duties: Make rapid deliveries throughout the hospital

09/10 to 01/11: *Cafeteria Intern*

Milwaukee Public Schools Central Service Café
5225 W. Vliet Street
Milwaukee, WI 53208

Duties: Cashier, sanitation, salad bar prep, popcorn/coffee machine maintenance

Summers 09/10: *Summer Youth Assistant*

Career Youth Development Center
2601 N. Dr. Martin Luther King Drive
Milwaukee, WI 53212

Duties: Landscaping, day camp worker, field trips, cafeteria, janitorial

Education:

Lincoln High School
2525 N. End Blvd
Milwaukee, WI
Anticipated graduation: June 2011

Interests/activities:

- Basketball
- Fitness
- Movies

References available on request.

Jordan Smith- References

555 N. 5th Street
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(414) 555-1579
JordanK.Smith@yahoo.com

Mrs. Susan Feider Kelly
Milwaukee Public School-to-Work Transition Teacher
5225 W. Vliet Street
Milwaukee, WI 53208
(414) 555- 8375

Ms. Joan Ward
Lincoln High School JAG Teacher
2525 N. End Blvd
Milwaukee, WI 53210
(414) 555-5933

Ms Karen Waterbury
Milwaukee Public School-to-Work Transition Teacher
945 N. 12th Street
Milwaukee, WI 53233
(414) 555-3503

Ms Elizabeth Gauger
Milwaukee Public School Employment Training Specialist
6620 W. Capitol Drive
Milwaukee, WI 53216
(414) 555-3505