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|  | STUDENT NAME – EMAIL AND PHONE |
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|  | Objectives  To utilize all aspects of my training and ability to continue to learn the skills required to work in my selective field. [Tailor to the specific job and/or career]  Education  LEMA Pilot High School, Los Angeles, CA 2011 - Present  **RELEVANT COURSEWORK**: Digital Media, Filmmaking, Broadcast Journalism, Digital Yearbook, AP Psychology, College Preparatory Classes  professional experience  Domestic Sanitation  Garibay household 2005-present  Sweeping, washing dishes, outside gardening,  Babysitting  Kennedy Care Center 2010 - Present  Supervised 10 kids on separate occasions, bathed the children, fed them, played with them, and read bed time stories.  Financial Management  Kaizen Heron Group 2009-persent  During the times I would babysit I would be given money for snacks and would have to budget those funds. Also at times I would have to go grocery shopping and would have to budget those funds as well.  SPECIAL skills& ABILITIES   * **Communication**: Bilingual (English/Spanish, Oral and Written); Effective listener, * **Leadership and Teamwork**: Thrive in both independent and collaborative environments; Excellent organizational, oral and written communications; Interpersonal, analytical and problem resolution skills. * **Technology**: Familiar with MAC and PC; Proficient with Microsoft Office (PowerPoint, Excel, Word, Publisher); Social Media (Twitter, Facebook, Instagram); iMovie, Sony Vega Film Editing; GarageBand * **Personal**: Quick study with ability to grasp new concepts, comfortable learning new technologies   ACADEMICS & HONORS  REFERENCES - Available upon request |
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