**PROFESSIONAL RESUME**

Jane Doe

123 N. Alaska Avenue

Palmer, Alaska 99645

(C) 801-100-1000 (W) 907-100-1200

E-Mail: janedoe@mac.com

**Education**

* Bachelor in Arts (B. A.) Degree, Magna Cum Laude, Educational Ministries, Seattle Atlantic University
* Currently enrolled at University of Alaska Anchorage pursuing Associate’s Degree

in Underground Soils

**Employment History**

September 2017 – *Administrative Assistant, Recon, LLC*

Present 2019 481 W. Recon Circle, Palmer, AK 99645

* Processed customer payments, company receipts, company bills, and payroll
* Created and sent out invoices
* Worked with QuickBooks Desktop 2018
* Created reference documents for company policies

July 2017 - *Caregiver, Among Friends*

August 2015 6285 N. Wolverine Rd., Palmer, AK 99645

* Managed medications for residents
* Cared for the daily well-being of four women, including dressing, cooking, feeding, and showering
* Provided social support as residents neared the end of life

May 2014 - *Nanny, Battle Creek Ranch*

September 2009 34385 Ranchero Road, Evergreen, CO 80439

* Managed six children, ages 8-18
* Cooked meals
* Drove to events
* Assisted with homework

May 2008 - *Preschool Teacher & Para Professional*, *Arvada West Preschool*

August 2007 6224 Johnson Way, Arvada, CO 80004

* Co-taught a class of sixteen children in the morning
* Provided one-on-one care with special needs children in the afternoon

May 2005 - *Manager*, *Sudexo*

September 2002 3307 3rd Ave. W. Seattle, WA 98119

* Managed student workers within the shift
* Ensured all food stations were sanitary, prepared, and full
* Kept the commons running smoothly and provided assistance wherever needed
* Ran the cash register
* Supervised closing including counting cash

**References**

Available upon request; previous supervisors may be contacted