**Jane Doe**

(123) 456-7890

jdoe@gmail.com

**EDUCATION**

Sugar University Sugar City, Sugarland Graduation: May 2019

*Bachelor of Science in Accounting* Cumulative GPA: 3.3

**WORK EXPERIENCE**

**Temp Agency’s Name** Sugar City, Sugarland January 2017 - March 2017

*Assembly Line Worker* Sugar City, Sugarland

• Installed and tested bottles

• Inspected parts to ensure specific bottle instructions were met

• Produced and assembled parts for the assembly line

**VOLUNTEER EXPERIENCE**

**Girl Scouts of ------** Sugar City, Sugarland September 2016 - Present

*Girl Scout Volunteer*

• Participate in community committee

• Assist in events and meetings

• Act as a mentor for 10 girls aged 9-12

*Caregiver* Sugar City, Sugarland January 2013 - Present

• Provides personal care services and assists in activities of daily living (ADL), including personal hygiene, eating, and dressing

• Provides occasional transportation for the client

• Reminds client to take self- medications administered by physician

*Child Care Provider* Sugar City, Sugarland December 2012 - Present

• Manage and oversee children’s activity in parents’ absence

• Prepare meals to ensure children eat fully and on time

• Maintain a safe and healthy environment for all children

**INTERESTS**

**Interests:** Crossword puzzles; couponing; cooking; King of the Hill, The Simpsons