

## EDUCATION

**Winona State University** – Winona, MN May 20XX  
Major: Deciding  
GPA: 3.7/4.0; Dean's List

**Fairbault High School** – Fairbault, MN May 20XX  
GPA: 3.9/4.0; Honor Roll (All 4 Academic Years)  
*Advanced Coursework:* AP Psychology (Score of 4 – Earned 3 College Credits)

## WORK EXPERIENCE

**Fairbault Community Center** – Fairbault, MN June – August; 20XX – 20XX  
*Lifeguard* (35 Hours/Week)

- Enforced rules and made rescues as needed in order to ensure constant safety for all swimmers and guests
- Provided emergency care and treatment as required until the arrival of emergency medical services
- Registered community members for swim lessons by helping to select appropriate classes based on ability level
- Managed front desk area by answering calls and greeting guests to provide information regarding the center

## COMMUNITY SERVICE

**Winona Senior Friendship Center** – Winona, MN September 20XX – Present  
*Volunteer* (10 Hours/Week)

- Support the Program Coordinator with the planning and setup of special events for clients to build relationships
- Engage in socializing and motor skill activities with seniors including card games, quilting circle, and painting
- Coordinate with more than 30 other volunteers to best ensure the safety and comfort of clients at all times

**Rice County Humane Society** – Fairbault, MN October 20XX – May 20XX  
*Dog Walker* (15 Hours/Week)

- Walked 3-5 dogs to local park for exercise after school and Saturday mornings to free up time in clients' days
- Socialized with the dogs and provided positive human attention in order to give them a healthy lifestyle
- Collaborated with facility staff to maintain consistent schedule for the animals to be able manage multiple clients
- Checked the dogs' food and water supply to make sure basic needs are met in their environment after exercising

## ATHLETICS

**Atlantis Swimming Federation, Stingray Swim Team** – Fairbault, MN 20XX – 20XX  
**Fairbault High School Varsity Swim Team** – Fairbault, MN 20XX – 20XX

## CERTIFICATION/TRAININGS

**Red Cross Lifeguard Training Program**  
*First Aid & Lifeguard Training Certification* Valid: April 20XX – April 20XX  
*CPR/AED Certification – Professional Rescuer* 20XX, 20XX, 20XX

## ADDITIONAL SKILLS

**Computer:** Microsoft Office (Excel, Word, and PowerPoint), Typing: 55 WPM, Extensive Knowledge of Macs and PCs  
**Language:** Basic knowledge of Spanish (Written and Verbal)