

Jane E. Doe
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OBJECTIVE

An undergraduate health and recreation major with an emphasis in community recreation seeking internship and employment opportunities to further enhance experiences and knowledge of the field.

EDUCATION

Bachelor of Arts, Health and Recreation August 2012 - present
Tougaloo College, **G.P.A.: LIST IF 3.0 OR ABOVE**
Tougaloo, MS

EMPLOYMENT EXPERIENCE

Teacher's Aid May 2014 - present
We Care Daycare
Houston, TX

- Ensure the safety of young children
- Maintain a healthy and safe environment
- Arrange a classroom environment in accordance to program goals and philosophy

Visitor's Assistant December 2013 - April 2014
The Children's Museum
Jackson, MS

- Provided oversight over exhibit-focused activities intended to enhance visitors' learning experience
- Provided exceptional standards of customer service, cleanliness, and physical appearance of the exhibits and galleries
- Assisted with the setup and cleanup of exhibits on an ongoing basis

LEADERSHIP/AWARDS

- Baptist Student Union's campus representative, 2013 - present
- Pre-Alumni Council member, 2014 - present
- Psychology Club member, 2013 - present
- Who's Who Among Students in American Universities & Colleges

VOLUNTEER EXPERIENCE

IDigiLit

February 2014 - April 2015

Tougaloo College

Tougaloo, MS

- Assisted with the implementation of a service learning project which helps older adults, residing in Hinds, Madison, and Rankin counties, to increase digital literacy.

SWAGG Academy

January 2013 - April 2014

Tougaloo College

Tougaloo, MS

- Assisted with the overall goal of the program, which is to provide elementary school young men with a safe place to engage in organized choreographed initiatives centered around: dropout prevention, mentoring relationships, community service, and healthy choices and lifestyles.

CERTIFICATIONS/TRAININGS

- Cardiopulmonary resuscitation (CPR) certified
- Fire Safety and Disaster Awareness training
- Mental Health First-Aid training

References: Available Upon Request