

Anita Job

123 Street / City, ST 98765 / 123.456.7890 / professional.email@gmail.com / http://www.linkedin.com/anita-job

EDUCATION

Bachelor of Arts in English **May 2021**
University of Minnesota, Crookston, MN
• Minor in Writing

HONORS/AWARDS

Dean's List Recipient, *University of Minnesota* **Fall 2019 – Present**

NOTABLE PROJECTS

Inspired Art Journal **May 2020**
Published Essay: *Identities and the words that define them*

RELATED EXPERIENCE

Writing Center Lead Tutor **June 2019 – Present**
University of Minnesota, Crookston, MN
• Assist students with essay writing
• Train tutors in how to establish relationship with students and learning strategies
• Critique resumes and cover letters for freshman and sophomore students

Summer English Teacher **Summer 2019**
YMCA Grand Forks, ND
• Prepared classes for elementary school aged children centered around book of the week
• Assisted students with their reading
• Helped students with journal writing

OTHER EXPERIENCE

Head Cashier **Apr. 2016 – May 2019**
Cashier **Jan. 2016 – Apr. 2017**
Walmart, Crookston, MN
• Supervised and oversaw daily operations of cashiers to include handling large dollar amounts, troubleshooting problematic transactions at the registers, scheduling breaks, and assisting front-end managers with theft and safety procedures
• Created a positive check-out environment for guests as purchases were made by quickly and efficiently scanning products and providing rebate information

Nanny **Summer 2017, 2018**
The Smith Family Crookston, MN
• Positively interacted with children ages 5 and 7
• Fed children for breakfast and lunch
• Played with children sometimes including playdates
• Taught reading and writing to children

CERTIFICATIONS

First-aid/CPR, *American Heart Association* **May 2017 – Present**

INTERESTS

Reading science fiction and historical novels, bike riding and baking



Career Services
Student Success Center
270 Owen Hall
2900 University Ave
Crookston, MN 56716