

## **Emily Employee**

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2020 Merritt Way  
Yuba City, CA 95993  
(530) 555-5555  
e\_employee@comcast.net

**Objective:** A position as a Teacher's Aide in a child care center.

- Highlights:**
- Able to type 30 WPM
  - Professional phone skills
  - Attention to detail
  - Positive and cheerful disposition
  - Able to stay calm during stressful situations

### **Languages:**

Bilingual: English and Spanish

- Fluent in both verbal and written communication

### **Experience**

***The Ramirez Family***  
**Babysitter**

***Yuba City, CA***  
9/07 to Present

- Provided child care services for three children ages 2,5 & 9
- Conducted activities using books, toys and games designed to stimulate learning
- Assisted with homework
- Prepared and served meals & snacks
- Performed housekeeping duties that included: vacuuming, dusting, and washing, drying & putting away dishes.

### **Education**

***River Valley High School***  
**General Studies**

***Yuba City, CA***  
To graduate in May 2009

- Student Office Aide 2007-2008

**References:** Available upon request