

EXAMPLE C

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SUMMARY

Refer to the sample summary statements for ideas

EDUCATION

Arnold O. Beckman High School, Irvine, CA

Graduating 2015

- Captain, Varsity soccer team
- Treasurer, Key Club

EXPERIENCE

Tustin Place Medical Group, Intern, Irvine, CA

July 2014 - Present

- Greet patients entering the office and provide information in a helpful manner
- Answer phone calls with a proper greeting and continue the conversation in a formal manner
- Room patients and take their personal weight, blood pressure, pulse, and temperature
- Assist Doctor by translating for the Spanish speaking patients
- Assist nurses whenever help is needed

Kaigan Karate-Do, Instructional Assistant, Irvine, CA

Sept 2013 - May 2014

- Consistently met daily class attendance goals
- Explained class objective and rules
- Personally trained with students
- Always wore a cheerful countenance yet still taught class with a firm tone
- Assured that students were obedient and behaved in an appropriate manner

Mission Branch Library, Volunteer, Irvine, CA

June 2013 - Aug 2013

- Responsible for greeting customers
- Filed books, magazines, movies, and other materials in their appropriate position
- Provided information to customers and guests
- Aided individuals whenever they had trouble in search of a specific book
- Worked on computer to organize children's reading schedule
- Assisted the manager of the library when a movie night occurred by setting up the room

SKILLS

- Bilingual in English and Spanish
- CPR and First Aid Certified