C. Rea Tive

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City, ST ZIPCODE
(222) 555-1234
creative@email.com

#### **EDUCATION**

**Bachelor of Arts in Spanish,** December 2004 Indiana University South Bend, South Bend, Indiana Overall GPA: 3.1

**Spanish Language and Cultural Studies,** Summers 2002 & 2003 Centro de Lengua Y Communicación Social, Cuernavaca, Mexico.

### **WORK EXPERIENCE**

Peer Mentor, Summer 2000 -- Present

Indiana University South Bend, South Bend, Indiana.

- Participate in Freshman Orientations and assist new students with the academic advising process:
- Provide information on university services and lead campus tours;
- Assist students with course assignments and serve as a liaison between students, professors, and academic life;
- Encourage new students to become involved in community service activities; and
- Participated in the hiring and interview process of new Peer Mentors.

Personal Care Extender, Summer 2001-- December 2003

Smith Home Care, South Bend, Indiana.

 Worked at Smith Home Care as a sitter and as a PCA on Oncology and Medical, Surgical units.

## Walt Disney Intern, Spring 2001

Walt Disney World, Orlando, Florida,

- Provided excellent customer service through daily interaction with guests;
- Assisted guests in locating attractions and points of interest; and
- Handled more than \$20,000 on a daily basis.

# Certified Nurse's Aide, April 2000 -- September 2000

Jones Health and Rehabilitation, South Bend, Indiana.

- Certified in geriatric care; and
- Provided personal care and companionship for the health care facility's residents.

### **UNIVERSITY AND COMMUNITY ACTIVITIES**

**Peer Mentor Community Project** (Center for the Homeless), Fall 2000. **La Casa de Amistad,** Teaching ESL to Hispanic Adults, Spring 2001. **Spanish Club Historian,** Fall 2003.

### **CERTIFICATIONS**

Certified Nurse's Aide in Indiana. CPR certified with AED