

Suzie F. Smith

(###) ###-####

myemail@eagle.clarion.edu

EDUCATION

Clarion University of Pennsylvania, Clarion, PA
Bachelor of Science in Education, May 20XX

HONORS AND RECOGNITIONS

Phi Eta Sigma Honor Society, 20XX
National Honor Society, 20XX
Safe Teen Driving Scholarship, 20XX-20XX
Girl Scout Gold Award, 20XX
Eagle Scout, 20XX

ACTIVITIES

Member/Officer, Students against Destructive Decisions (SADD), 20XX-20XX
Member/Officer/Student Council, 20XX-20XX
Member, Girl Scouts Western PA, 20XX-20XX
Member/Treasurer, Band, DuBois Area High School, 20XX – 20XX

COMMUNITY SERVICE

Volunteer Firefighter, Smalltown Fire Department, 20XX - Present
Donor, American Red Cross Blood Drive, 20XX - Present
Sunday School Teacher, XYZ Church, 20XX-20XX
Volunteer, Walk/Run for Someone Special, 20XX-XX
Litter crew, Adopt-a-Highway, 20XX – 20XX

WORK EXPERIENCE

Cashier/Cook, Roadside Café and Creamery, DuBois, PA, Summer 20XX, April-May 20XX,

- Wait on customers, taking food and ice cream orders; balance cash register at close of shift

Childcare Provider, Private Homes, May 20XX-Present

- Cared for children ages 2 - 12 and facilitated recreational/educational activities and field trips

Camp Counselor, Friendship Camp, Reynoldsville, PA Summers 20XX/20XX

- Taught recreation, arts, and outdoor activities to children ages 8 - 16

CERTIFICATIONS AND CLEARANCES

American Red Cross First Aid/CPR
Safe Food Handler