

Sarah Social

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EDUCATION

Bachelor of Science in Sociology

Graduation: May 20xx

Missouri State University, Springfield, MO

- Minor in Gerontology
- GPA: 3.5/4.0
- Honors College
- Dean's List

SKILLS

- Outstanding written and oral communication skills
- Compassionate worker who develops meaningful relationships with clients
- Proficient in Microsoft Word, Excel, Access, and PowerPoint
- CPR Certified and drug administration trained

WORK EXPERIENCE

Elder Care Provider

October 20xx – Present

Elm Street Retirement Homes, Springfield, MO

- Assist 20 resident seniors with daily living tasks activities
- Administer medications and monitor vital signs
- Organize and attend community activities with residents
- Exercise superior interpersonal skills in bonding with residents to better understand their needs

Teller

May 20xx – July 20xx

Commerce Bank, Chesterfield, MO

- Developed superior customer service skills to serve clients and open accounts
- Operated standard banking software including Insite and CoBIS
- Exercised caution and respect for policies when handling confidential information and funds

Crew Member

September 20xx – May 20xx

Dairy Queen, Chesterfield, MO

- Performed supervisory and management duties in manager's absence
- Trained 5 crew members on ice cream preparation, proper cleanliness, and safety procedures

CONFERENCE PRESENTATIONS

Social, S. (20xx) *Combating Depression in Retirees Using Simple Brain Games*. Paper presented at the Tenth Southwest Sociology Conference, Tempe, AZ.