

**Carol Danvers**  
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## **Responsible Student Seeks Employment to Expand Work and Leadership Skills**

### **HIGHLIGHTS OF QUALIFICATIONS**

Achieved Academic Honor Roll every term in 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade; 3.82 GPA  
Earned Citizenship Honor Roll 7 of 11 terms  
Member of National Junior Honor Society in 8<sup>th</sup> and 9<sup>th</sup> grade  
Ran my own business outside of school hours  
Assisted students with severe learning disabilities in elective classes

### **EDUCATION**

9<sup>th</sup> Grade, Centennial Junior High School, Kaysville, Utah

Pursuing core and elective classes to prepare for high school graduation and college entry in 2022. Emphasis on Science, Technology, Math and Engineering. Also enrolled in summer courses to help me be better prepared for college by the time I graduate high school.

### **SKILLS**

Punctual, responsible and self-directing  
Skilled in handling and managing money  
Outstanding customer service skills  
Comfortable working with people with special needs  
Experienced in team participation and leadership  
Fluent in Microsoft Office programs  
Fluent in many Google applications  
Can speak and understand conversational Spanish; learning American Sign Language Typing speed 61 WPM

### **EXPERIENCE**

#### **Child Care**

Numerous families in local area, Kaysville, UT  
1/2016--Present

Provide child care for infants through elementary-age students in family homes. Services include cooking meals, helping children with homework, age appropriate play activities, and cleanup. Unless requested by parents, I do not allow the children to watch television while in my care. I have received training in infant care and first aid and have worked with children with special needs.

## **Lawn and Snow Maintenance**

Numerous families in local area, Kaysville, UT  
4/2016—Present

Provide timely, reliable, and meticulous lawn maintenance and snow removal service within my neighborhood. Customers arrange visits as-needed or on a regular schedule. Currently serving 14 customers on a scheduled basis and average two new customers per month. Based on current referral rate, plan to expand to include an additional employee this summer.

## **HONORS/AWARDS**

Academic Honor Roll every term in grades 7-9; current GPA 3.82  
National Junior Honor Society in grades 7-9  
School Spelling Bee winner 2017

## **REFERENCES**

Mr. Michael Berry (teacher)  
Centennial Junior High School  
740 S. Sunset Drive  
Kaysville, Utah 84037  
mberry@dsdmail.net  
(801) 402-0100

Ms. Maria Rambeau (lawn maintenance, child care customer)  
908 S. Mutton Hollow Drive  
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(801) 551-5121