

# Betty Doe

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**OBJECTIVE:** A freshman at Delaware State University seeking to gain experience in radio and television.

## EDUCATION

Delaware State University – Dover, Delaware

Expected: May 2019

**Major – Mass Communications**

## WORK EXPERIENCE

**MCDONALDS**, Dover, NJ

Summer 2014

**Crew Member**

- Assisted customers with food purchases in a professional and courteous manner
- Operated a computerized cash register handling over 300 transactions daily
- Prepared food in an appetizing manner according to company recipes
- Assisted with the training of new crew members in various restaurant capacities
- Maintained cleanliness of all working areas to promote proper sanitation
- Recognized as Employee of the Month during July 2014

**SMITH FAMILY**, Dover, NJ

Summer 2013

**Babysitter**

- Supervised two children ages 4 and 5 for a private family
  - Organized educational, recreational and social activities during the day, resolving conflicts
  - Prepared nutritious meals for the kids and supervised nap time
  - Responsible cleaning and sanitizing the children, play and eating area
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## ACHIEVEMENTS

Inspire Scholar; Deans List

## ACTIVITIES

French Club, Chess Club, Track and Field Team

## SKILLS

Proficiency in Microsoft Word, Excel, Publisher and PowerPoint