

**JOHN SMITH**  
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Floral Park, NY 11357

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**OBJECTIVE:**

**EDUCATION:**

SUNY College at Old Westbury	Old Westbury, NY
<i>B.A. in Psychology</i>	May, 2005
Nassau Community College	Garden City, NY
<i>A.A. in Liberal Arts</i>	May 2001

**WORK EXPERIENCE:**

Snow Mountain Elementary School	Mineola, NY
<i>Teaching Assistant</i>	September 2005-Present
◆ Assist with daily reading and writing lesson plans for a kindergarten class	
◆ Co-construct special events such as the annual science fair and multicultural events	
◆ Design and implement monthly bulletin boards	
Caroline's Stationery Distributors	Floral Park, NY
<i>Receptionist</i>	May 2004-July 2005
◆ Performed data entry into company's accounts payable database	
◆ Contacted clients on a daily basis to process orders and shipments	
◆ Provided customer service to incoming calls regarding orders and billing concerns	

**AWARDS & HONORS:**

(list various accomplishments such as: certificates, scholarships, etc.)

**AFFILIATIONS & ACTIVITIES:**

SUNY College at Old Westbury	Old Westbury, NY
<i>Psychology Association</i>	Fall 2002-Spring 2003
<i>Treasurer</i>	

**INTERNSHIPS & VOLUNTEER:**

(although internships/volunteer work may be non-paid, transferable skills are still being learned!)

**SKILLS:**

(this category can consist of languages, computer applications/programs, etc.)

**REFERENCES:**

Furnished upon request

# *Claire Gordon*

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## **OBJECTIVE:**

## **EDUCATION:**

SUNY College at Old Westbury	Old Westbury, NY
<b>Bachelor of Science in Psychology</b>	May 2003

## **SKILLS & ABILITIES:**

### *Communication*

- ◆ Help facilitate weekly workshops regarding nutrition and fitness at community health center
- ◆ Meet with clientele on an individual basis to process monthly dues and contract renewals
- ◆ Co-constructed daily lessons plans regarding reading and writing skills for students ranging in ages 8-12

### *Administration*

- ◆ Provide monthly reports regarding fitness club's activities and objectives
- ◆ Record the minutes for monthly staff meetings that included fitness director and 10 health instructors
- ◆ Implemented and created weekly attendance roster and registration forms for various elementary classes

### *Leadership*

- ◆ Assist with training of all new staff including activities coordinators and clerical aides
- ◆ Represent fitness club and present an overview at annual conference and open house
- ◆ Aided with the meet and greet at annual activities including: multicultural fair and holiday events

## **EXPERIENCE:**

Oakwoods Fitness Center	Oakwood, NY
<b>Assistant Administrative Director</b>	April 2003 - Present
Snow Mountain Elementary School	Pinelawn, NY
<b>Teaching Assistant</b>	February 2001- March 2003

## **INTERNSHIPS & VOLUNTEER:**

(although internships/volunteer work may be non-paid, transferable skills are still being learned!)

## **AFFILIATIONS & ACTIVITIES:**

SUNY College at Old Westbury	Old Westbury, NY
<i>Psychology Association</i>	Fall 2002-Spring 2003
<i>Treasurer</i>	

## **AWARDS & HONORS:**

(list various accomplishments such as: certificates, scholarships, etc.)

**SKILLS:** Proficient in Microsoft Word, Excel and Power Point