

Emma Spring

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EDUCATION

Miami University

College of Arts & Science, Major: Exploratory Studies

Oxford, Ohio

Expected May 20XX

Lake High School

GPA 3.21/4.0

Cincinnati, Ohio

June 20XX

HONORS AND AWARDS

Principal's Award

20XX – 20XX

Lake High School Outstanding Student Award

May 20XX

WORK EXPERIENCE

Fun for You Summer Camp, Cincinnati, Ohio

May 20XX – August 20XX

Camp Counselor

- Led activities and arts and crafts for groups of three to five and six to ten year old campers
- Communicated special instructions and behavior concerns to parents to improve camper experience
- Collaborated with counselor staff to create weekly plans for camper
- Escorted groups to tennis and swim lessons
- Served lunch and snacks to 20–25 campers, monitoring dietary restrictions and instructions for individual campers

The Pet Place, Sharonville, Ohio

Summer 20XX

Pet Technician

- Fed and exercised 20–25 dogs and cats while following strict timeline and instructions from owners
- Cleaned kennels and play area to insure safety and health of pets
- Wrote reports and took notes about behavior and eating habits to keep owners knowledgeable about pets throughout stay

Fashion Plus, Cincinnati, Ohio

October 20XX – January 20XX

Sales Associate

- Greeted and assisted customers with store apparel and purchases to develop client relationships
- Created clothing displays to increase sales of seasonal items
- Maintained clean, organized and appealing store environment to attract customers

Child Care Provider, Cincinnati, Ohio

June 20XX – August 20XX

- Cared for 1–4 children from the ages of 10 months to 12 years old
- Created games, activities and crafts to engage children in active playtime

EXTRACURRICULAR EXPERIENCE

- Big Brothers/Big Sisters of Warren County, Lebanon, OH August 20XX – May 20XX
- Lake High School Key Club, Cincinnati, OH September 20XX – May 20XX
- Lake Recreational Basketball, Cincinnati, OH October 20XX – March 20XX
- Queen City Figure Skater, Cincinnati, OH June 20XX – December 20XX