

Best Practices in Supported Employment

Resume-CORRECTED

GRETNA GREEN

1651 Jefferson Rd, Melbourne, FL 37502

ggreen@snoble.com

(321) 756-5555

SUMMARY

Experienced Babysitter accustomed to working with children in home environment. Skilled in providing safe environment while entertaining and caring for charges. Provide light housekeeping.

HIGHLIGHTS

- 6 years Babysitting experience.
- Cared for # children between ages of # - # years.
 - Prepared meals.
 - Bathed and groomed children.
 - Entertained charges.
 - Maintained safety.
 - Planned activities.
- Performed light Housekeeping duties:
 - Washed dishes.
 - Removed trash.
 - Laundered clothes and bedding.
 - Retrieved mail.
 - Washed and sanitized bathrooms.
 - Swept and mopped floors.
 - Dusted.

EXPERIENCE

ASSEMBLER

APJ Corporation

OCT 2003 – AUGUST 2008

Jamestown, VA

Assembled approximately # circuit boards daily. Utilized soldering gun and most hand tools. Performed quality control as needed. Met daily production goals of # items routinely.

BABY SITTER

Johnson Family

MAY 97 – SEPTEMBER 2003

Oregano, FL

Babysat # children, ages # to #, approximately # hours daily. Resolved problems. Assisted children with grooming and hygiene including dressing, bathing and brushing teeth morning and evenings. Entertained children. Planned activities. Prepared meals and set tables. Performed light housekeeping including washing dishes, cleaning kitchen, play and dining room areas, dusting, vacuuming, mopping and sweeping floors. Laundered clothing and bedding. Sanitized bathrooms. Assigned chores. Put children to bed. Maintained safety.

PREP COOK

Juno's Restaurant

1996 – 97

Minton, FL

Prepped and cooked food for cafeteria and tray line serving approximately # people daily. Added garnishes and finishing touches for fine presentation purposes. Worked on catering projects as part of #-man team. Sanitized # sq. ft. storage area and # work stations. Restocked food for easy accessibility. Adhered to Health Department Standards.

GREтна GREEN

PAGE 2

BUSSER / SERVER

1995 – 96

Jay's Diner

Minton, FL

Provided customer service. Cleared and cleaned tables. Took orders. Served customers. Sanitized bathrooms and trashcans. Disposed of garbage. Prepped food. Organized facility for closing, clearing areas of tables and chairs. Started in food prep. Promoted to busser/server within 2 weeks.

EDUCATION

DIPLOMA

JUNE 1995

Sonoma High School

Oregano, FL

