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# Melissa Smith

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|-----------------------------------|--|--------------|
| <b>Objective</b>                  | To obtain a summer position as a preschool assistant.  |              |
| <b>Work experience</b>            | <b>BABY-SITTING SERVICE</b>  | 1997-present |
|                                   | Organize and run a baby-sitting service for neighborhood clients. Supervise children ages 1-9 in their homes. Change diapers, provide meals and age-appropriate activities, including games, songs, and stories.   |              |
| <b>Volunteer experience</b>       | <b>GIRL SCOUT SILVER AWARD PROJECT</b>   | 1999         |
|                                   | Organized and led a project to collect toys and games to a homeless shelter.   |              |
|                                   | <b>GIRL SCOUT Brownie Troop # 135</b>  | 1996-98      |
|                                   | Worked closely with adult leader to provide activities and experiences for Brownie Girl Scouts. Worked with leader to implement troop plans. Planned and implemented science-oriented activities for the Brownie Girl Scouts on my own. Supervised girls and planned for their safety. |              |
|                                   | <b>GIRL SCOUTS</b>   | 1990-present |
|                                   | Various volunteer activities including leading younger girls in badge workshops, visiting senior centers, participating with Silver Key in Giving Tree program, and collecting articles for Goodwill Industries  |              |
|                                   | <b>RELIGIOUS INSTRUCTOR – Beth Israel Temple</b>   | 1998-present |
|                                   | Provided religious instruction to elementary school aged students. Class size ranged from 5-15 students.   |              |
| <b>Extracurricular activities</b> | Girl Scouts<br>Soccer, Basketball<br>School Band   |              |
| <b>Special skills</b>             | Red Cross Certified Baby-sitter<br>Red Cross Certified in First Aid<br>Fluent in Spanish   |              |
| <b>Education</b>                  | Grand Street Middle School   | 1997-present |
| <b>Awards received</b>            | Girl Scout Silver Award, 1999<br>Girl Scout Religious Recognition, 1998<br>School Honor Roll, 1997-1999  |              |