

Traditional Age Freshman (Recent High School Graduate)

Talia Watts

321 SE 53rd Ave. Portland, Oregon 97206
(503) 555-2468 taliawatts@gmail.com

EDUCATION

Portland State University, Portland, OR
September 2015 to present
Major: Business

Franklin High School, Portland, OR
Graduated June 2015

EXPERIENCE

Independent Childcare Provider, Portland, OR June 2014 to present

- Provide attentive, age appropriate care to 10 children ranging in age from 2 to 8
- Supervise homework and provide help as needed
- Assist in light cooking and cleaning for household

Student Community Liaison, Music in the Schools, Portland, OR Sept. 2014 to June 2015

- Supervised six students to ensure efficient set-up and break-down of events
- Communicated with event contacts to verify scheduling

Student Officer, Franklin High School Giving Club, Portland, OR Sept. 2013 to June 2014

- Oversaw meetings and facilitated discussion with support of faculty sponsor
- Initiated campaign to raise \$5,000 donation for local non-profit
- Wrote monthly email newsletter to club members to keep them informed of events

Team Member, Baskin Robbins, Portland, OR June 2013 to Sept. 2013

- Provided excellent customer service in a fast-paced environment
- Worked within a team to ensure customer satisfaction
- Effectively handled money, provided accurate change, and processed credit cards

ACTIVITIES/COMMUNITY SERVICE/HONORS

Portland State Red Cross Student Group, Member, Sept. 2015 to present

Oregon Humane Society, Volunteer, Feb. 2014 to Aug. 2015

National Honor Society, Member, Oct. 2013 to June 2015

Lacrosse Junior Varsity Team, 2011 to 2015

SKILLS

Computer: Proficient with Windows OS, Microsoft Word, Microsoft PowerPoint; strong experience with social media and blogging

Language: Basic proficiency in Spanish