

**Mary Anyone**  
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123 Anywhere Avenue #123  
Anytown, CA 12312

**OBJECTIVE:**

To obtain a Co-op position in the field of Child Development

**EDUCATION:**

California State University, Sacramento  
Bachelor of Arts, Child Development  
G.P.A.: 3.3, Expected Graduation Date: May 2005

**RELATED COURSE WORK:**

Parent Education	Social, Emotional, & Personality Development
Cognitive Development	Cross-Cultural Child Development
Child Development & Psychology	Coordination of Early Childhood Programs

**COMPUTER SKILLS:**

Windows 98/XP, Word, Excel, WordPerfect, Internet

**PROJECT:**

Parent Education class – As part of a three student team, designed a 2-hour, 12-week parenting education and skills workshop for pregnant and parenting teenagers.

**SPECIAL QUALIFICATIONS:**

- Creating cooperative work relationships and environments.
- Interacting with people with empathy and sensitivity.
- Experiencing multicultural groups
- Listening to others' needs patiently and thoroughly.

**WORK EXPERIENCE:**

Teaching Assistant, Sunshine Day Care Center, Sacramento, CA 03/02-present

- Directing over 20 children (age 2-3) in their daily routine activities such as eating, sleeping, and toileting per shift.
- Assisting classroom teachers to plan curriculum, prepare course materials, and coordinate special events.
- Documenting children's food intake, sleep patterns, and medical needs.
- Maintaining the cleanness and safety of environment.

**EXTRACURRICULAR ACTIVITIES:**

- Alpha Gamma Sigma Honor Society, member
- Golden Key National Honor Society, member