

Nancy Jones

123 Maple Drive
Morganville, PA 18435

Phone: (345) 555-3456
E-mail: njones@aol.com

Education

Luzerne County Community College
Nanticoke, Pennsylvania
▪ **A.A. S Human Services**, (year)

Awards (optional)

Dean's List, (year-year)

Work Experience Spring (Year)

Northeast Counseling, Nanticoke, Pennsylvania
Psychiatric Aide Internship

- Assisted case manager in helping residential adolescent clients meet treatment goals and objectives

Year - Year

Luzerne County Head Start, Pittston, Pennsylvania
Assistant Teacher

- Pre-school aged children
- Developed age appropriate lesson plans

Year - Year

McDougal's Restaurant, Hazelton, Pennsylvania
Prep Cook

- Operated cash register
- Prepared food items
- Trained five new employees

Volunteer Experience

Children's Dental Awareness Day, (year)
United Way Campaign, (year)

Professional Memberships

Service Leaders of America, Wilkes-Barre Chapter