

# Student

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000 West Main Street  
Cherokee, OK 73728

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## Personal Profile

After graduating from college with a Bachelor's degree, I want to become a Graphic Designer.

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## Education

**Northwest Technology Center**  
*Digital Design*

Alva, OK  
2018 - Present

**Cherokee High School**

Cherokee, OK  
2016 - Present

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## Professional Experience

**Sonic Drive-in**  
*Cook*

Cherokee, OK  
2018 - Present

- Stock Food and paper Items
- Make sure food was cooked all the way through
- Make sure the customers food was made right
- Clean the kitchen
- Wash/sanitize the dishes
- Put away clean dishes
- Break down the equipment we use and wash/sanitize the equipment
- Break down empty boxes
- Clean out grease traps and dispose of grease

**Cherokee Manor**  
*Dietary Aid*

Cherokee, OK  
Oct. 2017 - Feb. 2018

- Bring food to residents
  - Clean tables when residents were done eating
  - Chart how much the residents ate/drank
  - Sweep/mop the dining room and kitchen
  - Make a snack cart for the residents before I left
  - Make sure that all equipment and lights were shut off and the doors to the kitchen were locked
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## Key Skills

- Familiar with PhotoShop, Microsoft Word, Powerpoint, Prezi, iMovie, and Google applications.
  - Able to multitask to complete various tasks given to me.
  - Able to type approximately 40 words per minute with 90% accuracy.
  - Can operate certain equipment in the kitchen such as the clamshell grill and three vat fryer.
  - Always on time or early for work.
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## Certifications/ Achievements

- Certificates of Merit for Math at Cherokee High School three years in a row.
  - Earned Student of the Quarter for the first Quarter and Perfect Attendance for two Quarters at Northwest Tech.
  - ACT WorkKeys National Career Readiness Certificate Silver Level
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**Community Service**

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| Cherokee Manor; 4th of July  | July 2014 - July 2017 |
| <ul style="list-style-type: none"><li>• Lit fireworks for the residents at the manor.</li></ul>  |                       |
| Cherokee Food Pantry   | June 2015             |
| <ul style="list-style-type: none"><li>• Helped people find food at the Food Pantry that they wanted and brought the food out to their car and packed up for them</li></ul> |                       |
| Cherokee Manor; Thanksgiving   | Nov. 2015 - 2016      |
| <ul style="list-style-type: none"><li>• Helped decorate the Manor for their party and helped take out food and drinks to the residents and their family</li></ul>          |                       |
| Cherokee Manor; Christmas  | Dec. 25 2015 & 2017   |
| <ul style="list-style-type: none"><li>• Helped decorate the Manor and pass out the residents presents</li></ul>  |                       |
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**Organizations/ Activities**

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| National Technical Honor Society   | 2019 - Present |
| <ul style="list-style-type: none"><li>• Active member</li></ul>  |                |
| BPA  | 2017 - Present |
| <ul style="list-style-type: none"><li>• Member</li></ul>   |                |
| Track  | 2015 - Present |
| <ul style="list-style-type: none"><li>• Discus and Shotput</li></ul>   |                |
| Basketball   | 2015 - 2017    |
| <ul style="list-style-type: none"><li>• Member</li></ul>   |                |
| Football   | 2015 - 2018    |
| <ul style="list-style-type: none"><li>• Nose guard and right guard</li><li>• Served as volunteer by opening car door for grade school kids</li></ul> |                |
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**References**

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|---|---|
| Name<br>Manager, Sonic Drive-in<br>Cherokee, OK 73728<br>(580) 884-0000       | Name<br>Assistant Manager, Sonic Drive-in<br>Cherokee, OK 73728<br>(580) 884-0000 |
| Name<br>Teacher, Cherokee High School<br>Cherokee, OK 73728<br>(580) 884-0000 | Name<br>Teacher, Northwest Tech<br>Alva, OK 73717<br>(580) 884-0000               |
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