

JANE ADAMS

Linkedin URL | jane.adams12@gmail.com | 435-000-0000

EDUCATION

B.S., Human Development and Family Studies

May 2023

Minor: Mental Health Advocacy and Awareness

GPA 3.6

Utah State University, Logan UT

STUDENT PRACTICUM EXPERIENCE

Mountain Crest High School, Hyrum UT

January 2023-present

Counseling Office Intern, Mentor 10 students in 9-12th grade

- Meet with 10 students on a weekly basis to ensure that they are doing well academically, personally, and socially in order to help the students improve in areas that they are struggling
 - Check PowerSchool and Canvas with each student meeting to create consistency with students
 - Communicate with the counseling office each week to discuss student concerns and collaborate how to effectively work with students and help them improve their circumstance
 - Set personal and academic goals with each student to track trimester progress and growth
 - Assist the counseling office with 9-12th grade registration to prepare students for the upcoming year
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RELEVANT WORK EXPERIENCE

Nanny, Private Employer, Smithfield UT

October 2022-present

- Responsible for the care of 3 children ages 3, 5, and 7 years old every Monday, Wednesday and Friday
- Plan educational and engaging activities to ensure children are learning in a positive environment
- Prepare health conscious and delicious food options for the children to support their individual growth
- Communicate daily with parents about the activities from the day, behavior, and needs of the children to best serve the family and prepare for the rest of the weeks schedule

Sales Associate, Old Navy, Logan UT

February 2019-October 2022

- Answered every customer question and concern to ensure their shopping experience was positive
 - Organized and displayed clothing throughout the store to promote new fashion trends for customers
 - Handled daily customer transactions and monitored the amount of money used in the cash register
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COMMUNITY VOLUNTEER INVOLVEMENT

Volunteer, Cache Employment & Training Center, Logan UT

September 2022-present

- Assist clients with finding employment opportunities, receiving support at home, and therapy
- Review resume, cover letters, and job applications to help clients with employment opportunities

Volunteer, Little Lambs Foundation, Logan UT

May 2022-August 2022

- Helped create hygiene and comfort kits for children and families in our community
- Collected food, physical goods, and monetary donations for families in need through fundraisers

Volunteer, CAPSA, Logan UT

June 2021-December 2021

- Provided free childcare for parents in need of immediate support and assistance
 - Prepared educational activities for children in advance in order to best serve children as they arrived
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SKILLS & CERTIFICATIONS

Microsoft Office

PowerSchool

Canvas

CPR

First Aid

Food Handlers