

Descriptions of Commonly-Held Jobs

Head Lifeguard/Swimming Instructor, Lexington Polo Club, Lexington, KY; *dates?*

- Supervised a team of eight lifeguards by scheduling hours, ensuring a clean pool area, and reinvigorating-enforcing first aid, CPR, and life-saving skills to transform a once slack staff into a safe and smoothly-run pool operation.
- Organized parent-child pool activities and managed pool maintenance.

Camp Counselor, Sewanee Soccer Camp, Sewanee, TN; *dates?*

- Implemented skills and developed techniques in an outlined program designed to focus primarily on speed, technical ability, and the understanding of the game.
- Responsible for groups of more than thirty children ages six to fifteen.

Camp Counselor, Camp Merrie-Woode, Sapphire, NC;; *dates?*

- Provided mentorship and supervision; served as Cabin counselor for girls of age 13-14
- Taught beginner and intermediate swimming and tumbling
- Established and instructed the first camp tap dance class

Congressional Intern, Senator George Allen, Washington, D.C.; *dates?*

- Responded to constituents on behalf of the Senator, often handling difficult issues and people in an attempt to explain the Senator's platform and reasons for voting
- Led group tours of the Capitol building and assisted with other administrative duties
- Answered phones, wrote letters to constituents, and organized local fundraisers

Assistant to the Physician, Dr. Mark Josovitz, Murfreesboro, TN; *dates?*

- Aided doctors in a fast-paced internal medicine private practice, responding to incoming phone calls, assembling patient charts, filing and transcribing doctor's orders, and preparing and administering medications.

Usher, Amstar Cinemas, Oxford, AL; *dates?*

- Sold and collected tickets, directed patrons to the correct theater, and maintained upkeep of the theater's facilities
- Enforced theater rules and policies

Caterer, Sodexo, Jacksonville, AL; *dates?*

- Prepared, transported, and served food to patrons
- Set up and cleaned up event sites

Receptionist, Wise and Reeves, Knoxville, TN; *dates?*

- Received visitors, made bank deposits, and managed correspondence

Server, Fountain City Creamery, Knoxville, TN; *dates?*

- Took and delivered food and drink orders to customers in this full-service establishment
- Trained new employees for server staff
- Maintained a positive attitude in a fast-moving, multi-tasking environment

Salesperson, JAWS Swim Shop, Knoxville; *dates?*

- Managed retail sales to individual patrons and larger-scale athletic groups
- Controlled inventory and product selection, recorded finances, assessed inventory, and managed security measures
- Supervised several kiosks at swim meets and other off-location weekend events

Cashier/Clerk, DeBerry Drugs, Selmer, TN; *dates?*

- Initially hired as to wait on customers, but was quickly given more responsibilities by the owners
- Managed all aspects of daily operations
- Filled prescriptions, resolved problems with insurance companies, and completed daily electronic pharmaceutical orders

Camp Counselor, Marauder Soccer Camp, Clearwater, FL; *dates?*

- Coached a team of children, ages 10-13, and taught them the basic skills of soccer, nutrition, and personal fitness.
- Challenged the campers to achieve higher levels of soccer through rigorous training sessions.

Salesperson, CC's Boutique, St. Petersburg, FL; *dates?*

- Assisted customers, and managed money, checks, and credit card sales.

Tutor, North Middle School, Winchester, TN; *dates?*

- Assisted middle-school students with their homework and areas of academic weakness to help improve their grades as well as boost self-esteem.

Administrative Intern, The Children's Hospital, Birmingham, AL; *dates?*

- Created and managed hospital records for the patients.
- Performed errands for the nurses and hospital personnel.

Classroom Volunteer, Hueytown Elementary School, Hueytown, AL; *dates?*

- Motivated first-grade students to read, and helped students struggling with reading to improve their skills.
- Assisted the teacher with other classroom tasks.

Legal Intern, Gess Mattingly & Atchison PSC, Lexington, KY; *dates?*

- Prepared documents for attorneys; served subpoenas; filed documents in circuit, district, and federal courts; and accompanied attorneys to court.

Runner, Lynn Fulkerson Nickols & Kinkle PLLC, Lexington, KY; *dates?*

- Prepared files, cases, and correspondence for attorneys, paralegals, clerks, and secretaries.
- Filed documents with district, circuit, and federal courts, as well as other law firms; served subpoenas; deposited checks; and accompanied and assisted attorneys in court.

Department Supervisor, Alabama Adventure Theme Park, Bessemer, AL; *dates?*

- Organized and managed the carnival game booths and the arcade.
- Created the work schedule for members of the department.
- Maintained the upkeep of the financial records.

Lifeguard, Lake Charles Country Club, Lake Charles, LA; *dates?*

- Enforced pool rules to promote safety
- Assisted in preparing for and cleaning up after special events

Manager, Jackin-the-Box, Charlottesville, VA; *dates?*

- Led a team of staff in this fast-paced food service business
- Operated all aspects of the business, including customer service, financial management, and teamwork skills.

Farm Laborer, DownHome Farm, Paris, KY; *dates?*

- Planted and harvested crops, chopped tobacco, plowed, mowed, built and razed structures, operated tractors and forklifts, painted fence, and laid roofing.