

ANNA RUTLAND

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My goals are simple I want to be happy and healthy. I am a hard worker and am dedicated to always improving. I am easy to get along with and fit well into most environments. I am open to careers of all kinds and would love the chance to be an asset to your company.

EXPERIENCE

JULY 2018- JANUARY 2019

AIR FORCE ACADEMY PREPATORY SCHOOL, COLORADO SPRINGS, CO

I was one of two-hundred out of many thousands to be accepted to attend the preparatory academy for my college education. This was the most difficult accomplish to achieve unfortunately had to leave due to a botched foot surgery and am seeking what is next for me. During my time at the Preparatory Academy I learned to use Excel, Word, and PowerPoint proficiently. I used the various types of Microsoft daily and I am able to do spreadsheets and calculations on Excel.

JANUARY 2019- MAY 2019

TEAM MEMBER, PIZZA HUT

I am a jack of all trades at pizza hut. My responsibilities include customer relations and running the register primarily, but occasionally I prepare orders and deliver them. I was also a server when we needed extra help.

JULY 2017- JANUARY 2018

EMPLOYEE, EDGE ICE CENTER

While employed by the city I was placed at the Edge Ice Center. While there I taught figure skating lessons, worked the front signing out skates, worked the register, was a camp counselor for the summer day camp, and worked in the concession stand. On top of these, on weekends I would organize the birthday parties.

May 2019- Current

PLEASANT GROVE CHRISTIAN LEARNING CENTER

At the learning center I am in charge of watching the younger two's group. Throughout the day I am with the kids and help them through meal times. At these times I serve them breakfast, lunch, and snack and clean them up after. I also care for their personal needs. Including but not limited to changing their diapers, washing their blankets, and keeping them clean and in clean clothing. My job also includes exercise time, such as gym time, and playing with toys in our classroom.

EDUCATION

2014-2018

HIGH SCHOOL DIPOLMA, APOLLO HIGH SCHOOL

I graduated as a Magna Cum Laude, with a 3.8 GPA. While in high school I was involved in Apollo's track and field, cross country, Air Force JROTC Corps Commander, and Orchestra.

2019-Current

CURRENTLY WORKING TOWARD A ASSOCIATES DEGREE, OWENSBORO
COMMUNITY AND TECHNICAL COLLEGE

Since leaving the Air Force Academy Preparatory School I have been pursuing an Associates in Business online, so I am able to also work a full-time job.

SKILLS

- I love organization
- People skills are a forte of mine
- I am a quick learner
- I handle difficult situations well
- I am a patient person
- Work well with Microsoft

ACTIVITIES

On my free time I volunteer with Special Olympics. In the past I have worked also with Habitat for Humanities. I enjoy spending time with family and being with friends. I babysit for a few couples and have quite a bit of experience around children and babies. I like doing hands on projects, like sewing and scrapbooking.