**Mary Smith**

1234 Commonwealth Ave.

Alexandria, VA 22304

(703) 212-2956

**Overview**

Individual with several years of experience as a caregiver to an elderly person, as well as a nanny for an infant child, currently looking for another position as a caregiver for either an elderly person or a child.

**EXPERIENCE**

**Springhills Senior Center** 2006 - 2012

**Caregiver**

Caregiver for an elderly lady in her home. Responsibilities included: giving medicine; light cleaning; preparing light meals; helping with laundry; and escorting patient to appointments and shopping.

**Child Caregiver** 2000 – 2006

**Nanny**

Responsibilities included: preparing meals; cleaning home; reading books and helping with homework. Accompanied child to special events and activities in the local area.

**U.S Office of Attorney General** 1985 - 1999

**Paralegal**

Responsibilities included:

* Answering telephones; receiving visitors and directing them to the appropriate office.
* Amending cases; preparing interrogatories and other legal documents.
* Keeping record of files and periodicals.

**Volunteer Activities**

**St. Mary’s Church and Preschool** 2007 - 20011

**Sunday School Teacher**

Prepared and delivered weekly lessons and supervised outdoor activities.

**EDUCATION**

Northern Virginia Community College- Annandale, Va.

Paralegal Degree