

# Grace Olson

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- CAREER OBJECTIVE:** To utilize my commitment to serve families and children in the field of human services. To further develop my passion to teach young children.
- EDUCATION:** **Bachelor of Art, Human Development and Family Science**  
**Minor in Education**  
**Provisional Family Life Educator Certification** May 2006  
Messiah College, Grantham, PA  
Major GPA: 3.3/4.0
- RELEVANT SKILLS:** Compassionate, empathetic, cooperative, self-motivated, honest, responsible, dependable
- WORK EXPERIENCE:** **Assistant Teacher** January 2005-currently  
Circle of Friends Childcare, Shiremanstown, PA
- Work with infants through 5<sup>th</sup> grade in classroom settings
  - Help with homework and organized group games
  - Lead daily classroom activities as needed
  - Served at their church summer camp (Summer 2005)
- Admissions Office Assistant** 2003-2005  
Messiah College, Grantham, PA
- Hosted campus tours for prospective students and their families
  - Performed typical office duties such as answering phones, typing, filing and sending mailings
  - Assisted with creating documents using Work, Works, WordPerfect and Excel
  - Gained experience using PowerPoint, GroupWise, and scanning programs
- Dining Services and Catering** 2002-2003  
Messiah College, Grantham, PA
- Learned the importance of teamwork
  - Developed good customer relations
- VOLUNTEER SERVICE:** Spent two weeks during the summer repairing homes at Red Bird Mission in Beverly, Kentucky  
Tutored first graders in a reading program at Middlesex Elementary School in Carlisle, PA  
Helped in a preschool classroom at the Early Learning Center at Messiah College
- ACTIVITIES:** Hospitality Chair of Homecoming Committee, Messiah College 2003-2006
- Learned responsibility and the importance of communication
  - Recruited volunteers to staff the registration tent
  - Organized logistics between Alumni and Family Relations Office and other departments
  - Gained positive leadership skills in working with students and alumni
- ADDITIONAL TRAINING:** Completed Heart Saver CPR Certification for Adults, Children & Infants
- CHECKS/CLEARANCES:** Completed PA Criminal Record Check  
Completed PA Child Abuse Clearance  
Completed Health Assessment