

## Name

201 South 1460 East • Salt Lake City, Utah 84112  
801-581-6186 • studentemail@ensign.edu

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## Education

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*Degree in Medical Assistant*

**Salt Lake City, Utah**  
**Month 20xx**  
3.8 GPA

## Related College Course Work

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Anatomy	Physiology of Fitness	Exercise Programming
Kinesiology	Emergency First Aid	Human Motor Development
Aging and Exercise	Weight Management	Exercise & Health Perspectives
Nutrition Intervention	Cultural Aspects of Food	Healthy Weight for Life

## Certifications

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CPR Certified Month Year  
ACSM Health/Fitness Instructor Qualified Month Year (tentative)

## Experience

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### Highland Cove Retirement Community

**Sandy, Utah**

Health Specialist Intern

Month Year - Present

- Designed and instructed group exercise classes meant to engage the senior population
- Executed performance evaluation testing using body fat calipers and blood pressure cuffs
- Performed fitness tests and advised of results that included an action plan to incorporate healthy lifestyles changes
- Taught nutritional lunch series meant to engage participants in a healthy eating plan

### University of Utah

**Salt Lake City, Utah**

Residential Advisor

Month Year - Month Year

- Developed an educational atmosphere through positive role modeling
- Demonstrated leadership skills with diverse backgrounds and emergency procedures
- Facilitated and created community building to ensure trust and camaraderie among peers and senior staff

### Hallmark Cabinets

**Salt Lake City, Utah**

Executive Assistant

Month Year - Month Year

- Advised customers and delivered outstanding service through one on one feedback and over the phone responses
- Created promotional flyers using Microsoft Publisher to enhance programs public awareness
- Coordinated and communicated well with co-workers to ensure efficiency and equality
- Developed spreadsheets in Microsoft Excel to increase organization and efficiency

## Volunteer Work

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### Friendship Manor

**Salt Lake City, Utah**

- Provided company and play board games with senior citizens

Month Year - Present

### Guadalupe Center

**Salt Lake City, Utah**

- Worked with adults learning English as their second language

Month Year - Month Year