Kaylee Walls

3267 East Stevenson Lake Road ❖ Clare, MI 48617 ❖ 989-339-4384  
Musicalcarouselclare@yahoo.com

**Career Objective**

To obtain an entry-level position with the opportunity for advancement

**Education**

Clare High School; Clare, Michigan

Expected Graduation: May, 2018; College preparatory courses

Overall GPA 3.05 (A= 4.0)

**Computer Skills**

Keyboarding (54 wpm) Adobe Photoshop Elements 11.0

Microsoft Office Suite 2013 Weebly

**Work Experiences**

**Child Care Provider** – *September 2011 to Present*

*Jennifer Long, Clare, Michigan; Per diem position*

* Prepare meals
* Organize play activities
* Complete minor housekeeping duties

**Volunteer Work Experience**

Various Projects – *August 2015 to Present*

*Multiple Locations, Clare, Michigan*

* Feed My Starving Children
* Highway Pick-up
* Making Pies for Business Professionals of America
* Packing Christmas Shoeboxes
* Bartering Bonanza – Donated items to the needy, maintained cash records.

**Extracurricular Activities**

Volleyball, 9th grade

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**Rachel Oliver**

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