

SUSAN SMITH

1 Normal Avenue | Montclair, NJ 07043
973-655-0000 | smiths@gmail.com

EDUCATION

Montclair State University, Montclair, NJ

Major: Educational Foundations

Bachelor of Arts expected May 2026

- GPA 3.8, Dean's List

RELATED EXPERIENCE

Childcare, Belleville, NJ

1/2023 - Present

- Care for 3 children between the ages of 6 – 12 years old
- Assist children with completion of math, spelling and reading homework
- Provide children with transportation to and from school and other activities

Harbor Hills Day Camp, Mendham, NJ

Camp Counselor

Summer 2023

- Supervised 15 children ages 5-6, greeted buses, and brought children to their classroom
- Created educational and recreational activities including crafts, the alphabet and sports

OTHER EXPERIENCE

Babies R Us, Totowa, NJ

Customer Service/Cashier

2/2021 – 12/2022

- Provided children and parents with information about products, services and promotions
- Performed register transactions and balanced drawer at the end of shift
- Recognized as employee of the month for excellence in customer service

TGI Fridays Wayne, NJ

Waitress

1/2021 – 1/2022

- Delivered exceptional and friendly service in a fast-paced environment
- Interacted with management and customers and assisted with food choices

INVOLVEMENT

Montclair Student Council on Family Relations, MSU

1/2023 – Present

- Organize holiday lunch and toy drive to benefit children and families in the community

SKILLS

Computer: Microsoft Word, PowerPoint, Excel; Mac OS

Language: Fluent in Spanish (read, write, speak)

Certifications: CPR, First Aid

Michael Miller

1 Normal Avenue, Montclair, NJ 07043
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Education

Montclair State University, Montclair, NJ

BS Mathematics expected May 2026

GPA 3.8, Dean's List

Related Experience

Private Tutor, Clifton, NJ

October 2022 – Present

- Clarify and review mathematics content with 2 children ages 8 and 13
- Develop activities to help children learn and improve skills and prepare for testing
- Assess progress to determine areas needing additional support and guidance

Boys and Girls Club, Wayne, NJ

Volunteer After-School Program

September 2021 – Present

- Assist 15 children ages 8 to 12 with homework including math, language arts and history
- Plan and facilitate various sport activities to engage the children in play time
- Organize parties and special events including setup and clean up

Woodrow Wilson Middle School, Clifton, NJ

Assistant Soccer Coach

September 2022 – June 2023

- Taught soccer techniques to 7th and 8th graders to improve skills during practice and games
- Coordinated and communicated practice times and help set up field equipment
- Kept score, recorded game statistics and provided information to head coach

Work Experience

ShopRite, Bloomfield, NJ

Cashier

July 2020 - August 2022

- Provided customers with information about products, services and promotions
- Handled payments and the exchange of money as well as reconciled and balanced register
- Interacted with management and customer to resolve complaints and ensure satisfaction
- Trained 10 new employees on register including review of store procedures and policies

Activities

Men's Recreational Soccer, Montclair, NJ

September 2012 – Present

Skills

Computer: Microsoft Office Suite

Certifications: CPR, AED, First Aid

Christine Bayer

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Education

Montclair State University, Montclair, NJ

Bachelor of Science in Health and Physical Education expected May 2026

- GPA 3.8, Dean's List

Teaching Experience

Swim Instructor, **YMCA**, Montclair, NJ

8/2022 – Present

- Conduct group and private swim lessons for adults and children
- Create and adapt swim lessons based on each swimmer's ability level
- Organize and plan activities for children's birthday parties
- Monitor pool and surrounding area to maintain a safe environment

Fitness Instructor, **The Little Gym**, Wayne, NJ

5/2021 – 03/2022

- Supervised and taught groups of children ages 4 to 6 basic exercise principles
- Educated children on importance of a healthy and active lifestyle
- Developed games using balls and hula-hoops to engage children in play

Related Experience

Camp Counselor, **Summer Camp Recreation**, Ridgefield Park, NJ Summers 2022 - 2023

- Established safe playground activities and sports for 20 to 25 children, ages 4 to 12
- Planned, implemented and chaperoned off-site trips
- Collaborated with other counselors to ensure daily camp schedule ran smoothly

Work Experience

Sales Associate, **CVS**, Clifton, NJ

7/2022 – Present

- Assist customers with questions on products to ensure customer satisfaction
- Operate register including handling purchases and returns
- Maintain appearance of store, stock items and inventory

Volunteer Experience

Special Olympics, Vernon, NJ

Winters 2023 – Present

- Help set up event and pair with special needs child for games and activities

Organizations and Activities

Tennis Club, Montclair State University, 2022 – Present

Student Life At Montclair (S.L.A.M), Montclair State University, 2022- Present

Certifications

CPR, First Aid

American Red Cross Lifeguard Certification