

# John J. Brown

706-737-1604

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## EDUCATION

**Augusta University**  
*Bachelor of Arts in History*

Augusta, Georgia  
May 20XX

## EXPERIENCE

**Friendship Center**  
*Volunteer Group Leader*

Augusta, Georgia  
August 20XX – Present

- Organize and plan schedules for up to 20 volunteers
- Assist leader in social skills group therapy
- Create and plan two group activities per week

**Multiple Families**  
*Nanny/Babysitter*

Augusta, Georgia  
May 20XX – August 20XX

- Provided in-home care for children ages three months to 12 years old
- Managed time schedules of children depending on parental guidelines
- Tutored and provided assistance with homework in various subjects
- Maintained full responsibility of children at neighborhood and personal family pools
- Coordinated schedule of activities for children with parents

**Crazy Tim's Funsville**  
*Assistant Manager*

Evans, Georgia  
August 20XX – May 20XX

- Assisted manager with scheduling and supervising a 20 member team
- Prepared clubhouse for special events and supervised all weekend events
- Sold over 200 tickets per day to families and community groups
- Increased sales by 20% during the past winter season

## SKILLS

- **Computer:** Proficient in Microsoft Word, Excel, PowerPoint, SPSS
- **Language:** Conversational Spanish speaking ability