

GEORGE WEDGE

OBJECTIVE My objective is to get a part-time position in the field of data entry

SKILLS High level of accuracy on data entry projects
Follows complex multi-step written and verbal instructions
Exceptional memory specifically related to familiar multi-step tasks
High level of independence once the initial training period is complete

WORK HISTORY

INTERNSHIP: SHARED SERVICES, UNIVERSITY OF KANSAS, LAWRENCE, KS
September 2017 – May 2018
Office/Clerical duties as assigned, data entry related to University purchasing

INTERNSHIP: HILLTOP CHILD DEVELOPMENT CENTER, LAWRENCE, KS
November 2017 – February 2018
Child care duties as assigned, assisted with individual and group activities, prepared for activities as directed

VOLUNTEER AIDE, GOOGOL'S OF LEARNING, LAWRENCE, KS
January 2017 – May 2017
Assisted lead teacher with individualized objectives, prepared for class activities

VOLUNTEER, JUST FOOD, INC. LAWRENCE, KS
September 2016 to December 2016
Prepared items for distribution, stocked and faced items, assisted consumers

VOLUNTEER AIDE, CHILDREN'S LEARNING CENTER, LAWRENCE, KS
June 2015 to May 2016
Child care duties as assigned, assisted individuals within the small group as guided

PARA INTERN, SUNFLOWER ELEMENTARY SCHOOL, LAWRENCE, KS
January 2015 to May 2016
Assisted with classroom activities as instructed, carried out individual goals as instructed

EDUCATION

PROJECT SEARCH VOCATIONAL TRAINING PROGRAM LAWRENCE, KS 2017-2018
Higher level vocational skills training (complex, systematic skills related to data entry and child care)

COMMUNITY CONNECTIONS CENTER (C-TRAN), LAWRENCE, KS 2015-2017
Independent living and employment skills focus

HIGH SCHOOL DIPLOMA, LAWRENCE HIGH, LAWRENCE, KS, 2011-2015
IPS, Can We Talk club, Chess Club, FYI club

REFERENCES

CHRIS CAMPBELL
Shared Services Supervisor

University of Kansas

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TRACEY NORRIS

Project SEARCH Coordinator

University of Kansas/USD 497

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DEANA BOWEN

C-TRAN Job Coach

Lawrence Public School District

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DONNA WICKHAM

C-TRAN Teacher

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