

# Nancy Jones

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## EDUCATION

### **Luzerne County Community College**

Nanticoke, Pennsylvania

- Associate in Applied Science in **Early Child Education**  
(expected graduation May (year))  
GPA 3.8

## AWARDS

(optional)

Dean's List, Fall (Year), Spring (Year)

## EXPERIENCE

Year - Present

### **Luzerne County Headstart, Luzerne, Pennsylvania**

#### **Fieldwork Experience**

- Taught children ages 3-5
- Led Early Readers class for preschool children at risk for developmental delays

## PREVIOUS EMPLOYMENT

Year – Present

### **Mountain Restaurant, Hazelton, Pennsylvania**

#### **Hostess, Assistant Manager**

- Provided quality customer service
- Supervised evening shift of 6 staff members

Summers Year-Year

### **St. Paul's Church, Hazelton, Pennsylvania**

#### **Secretary**

- Answered phones
- Typed weekly church bulletin

## VOLUNTEER EXPERIENCE

Community Reading Day, (year), (year)

United Way Campaign, (year)

## PROFESSIONAL MEMBERSHIPS

National Childcare Association

Service Leaders of America, Wilkes-Barre Chapter