

# KAITLYNN DE VILLE

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355 Granite Ave #3128 | 6613104306 | knd238@humboldt.edu

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## SUMMARY

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I Currently attend Humboldt State University and am a freshman. I focus my time on studying and also trying to learn more about the profession I desire to be in. As a student at Humboldt State University, I spend my time actively being conscious about the environment that we live in, and try my best to leave the smallest carbon foot print I can.

## SKILL SETS

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### Languages

- I can do Sign Language to the point where I can get by and ask simple questions.

### Computer skills

- I do have a basic Understanding of Excel and can work on Microsoft Word

## EXPERIENCE

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2014

**Vet tech assistant volunteer, *Happy Pets Veterinary Center***

- As a volunteer I was responsible of cleaning the lobbies, and restocking whatever the doctor needed in each of the exam rooms. I also had the responsibility of cleaning used kennels and also walking the dogs that were being boarded at the hospital.

2015

**Dog Walker, *Family Friend***

- I had the responsibility of every day after school going to Marguerite's house who is a family church friend to walk her dog rocket and to make sure he had food and water for the rest of the day until she got home from work.

## EDUCATION

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Graduated in 2015

*Saugus High School*

2015-Now

*Humboldt State University*

Peer Reviewed By Veronica Lynch

While looking at Kaitlynn Deville's resume I first noticed the font and it is kind of small and it could be bigger. I would also add some more skills to make you seem valuable and stand out to the employer. Besides that all the necessary information is included on this resume. The last thing that could be fixed is the font and sizing to make it cleaner.

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## SUMMARY

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### Skills

- Determined
- Hard worker
- Loves Teamwork
- Great Communicator

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## COMPUTER AND COMMUNICATION SKILLS

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### Languages

- I do know how to do basic Sign Language, which could be asking a question or asking where something is.

### Microsoft Office

- From taking an engineering course, I was able to learn how to navigate through Excel and have also better my skills with Microsoft Word.

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## EXPERIENCE

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2014

Vet Tech Volunteer assistant , *Happy Pets Veterinary Center*

As a volunteer I was responsible of cleaning the lobbies, and restocking whatever the doctor needed in each of the exam rooms. I also had the responsibility of cleaning used kennels and also walking the dogs that were being boarded at the hospital.

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*Dog Walker , Family Friend*

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## EDUCATION

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Graduated 2015 *Saugus High School*

2015-Now *Humboldt State University*

### What I changed in the final draft

In the second draft of my Resume, I added the things that Veronica Lynch (My peer reviewer) said to change. I added a skills section to make myself stand out more to the employer, and also make the font bigger so the reader can actually read my resume. My resume isn't filled with much experience, but in the future I do hope to change that. I also need to gain more computer skills! Never knew how important that was until now!

My name is Kaitlynn De Ville and at the moment I am currently majoring in Environmental Engineering with no minor at the moment. I attend Humboldt State University and have also attended College of the Canyons community college during the summer of my junior year of high school. My attendance at College of the canyons was very short due to the fact that it was a summer class and I only took one class at that university. Humboldt State University is the school I currently attend and it has been very difficult adjusting to the people and the area. I had brief experience with the engineering major at Humboldt state university with the course Intro into Environmental Engineering where I was able to learn more about Water quality, Waste, and Air Pollution. I am a dedicated student who loves to extend a helping hand to anyone who needs it and also a person that will not likely give up on a dream.