

COLLEEN J SKELTON

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Home Address

1403 N Pleasant
Royal Oak, MI 48067

Objective

To obtain a position in the education field that will enable me to use my strong work ethic, extensive educational background, and ability to work well with people and children.

Education

Royal Oak High School, Royal Oak, MI Sep 2005 - May 2009
Michigan State University, East Lansing, MI Sep 2009 - Present
Major(s): Education

Experience

Summer Caregiver, Royal Oak, MI May 2010 - Aug 2010
(248) 259-7606
• Total care of 2 toddlers, including driving to activities and cooking meals
Feb 2010 - Present

Michigan State University, Office of the Hannah Chair, East Lansing, MI
Christian Mazuca (517) 432-0300
Undergraduate Research Assistant
• Secretarial and office work

Additional Experience

Woodcreek Elementary School, East Lansing, MI Sep 2010 - Dec 2010
Teacher's Assistant
• Field Experience for class at Michigan State University, called for organizational skills and working with children

Royal Oak First United Methodist Church, Royal Oak, MI Jul 2008 - present
Volunteer, tasks including mission work and

Awards

Graduate from Royal Oak High School as summa cum magnum, Assistant Captain of hockey team throughout High School career, accepted into Michigan State University's College of Education

Skills

Flexible, hard-working, creative, motivated, reliable

Other

Active hockey player since elementary and continuing throughout college and track and field competitor in High School. Learned discipline, teamwork, and time management skills. Has high ambitions, goals and stamina.