

Unique Sutton

909 N. Berwick Blvd.

Waukegan, Illinois 60085

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(224) 678-3189

OBJECTIVE

Aspiring and motivated individual with more than two years of experience in childcare is seeking a position with a company to expand acquired talents and leadership experience. Being a part of a team oriented environment is essential for continued career growth and development.

EXPERIENCE

Currently a High School Junior completing studies at Grayslake High School.

EDUCATION

Grayslake High School Junior

Grayslake, Illinois

July 2020

- General Studies
- Will be attending the College of Lake County tech campus as a Senior in their Early Childhood Development program.

Post-Secondary Education

- Will be pursuing higher education, such as the College of Lake County Associate Degree program called the “*Early Childhood Development*” in the fall of August 2021.

SKILLS

- Familiar with Microsoft Word™ and Excel™
- Customer Facing and Services
- Childcare
- Problem-Solving
- Active-Listener
- Detail Oriented

VOLUNTEER

- Feeding the Homeless
- Childcare Services Grayslake, Illinois November 2018

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet

State of Illinois

July 2020

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP

Waukegan, Illinois

July 2020

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

REFERENCES

References are available upon requests.