

# Olivia Burner

Bluffton, Ohio | 419-788-6985 | 20burno@blufftonschools.org |

## SUMMARY

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Hardworking highschool student with a passion for helping others. Efficient and dedicated to following instructions. Performs well in social environments and is practiced in selling goods to others.

## PROFESSIONAL EXPERIENCE

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June 2018 – August 2018

**Landscaper**, Stratton's Greenhouse, Bluffton, Ohio

- Managed nurseries that grow plants to sell to customers
- Planted and maintained vegetation through activities such as mulching, fertilizing, watering, planting or pruning

November 2018 – January 2019

**Soccer Coach**, BFR, Bluffton, Ohio

- Helped children learn how to play soccer
- Ran drill and played games involving soccer

April 2020 - June 2020

**Cashier**, Bluffton Community Markets, Bluffton, Ohio

- Calculated customer total and received cash, check, or card
- Scanned items for customers to buy
- Answered any question customers had about products

June 2020 - August 2020

## VOLUNTEER WORK

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April 2019 – Present

**Volunteer**, Mennonite Memorial Home, Bluffton, Ohio

- Aid elders in everyday activities such as providing food, water, and transportation
- Help during events such as concerts and dinner parties to make sure elder's needs are met

## SKILLS

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Time management, active learning, organization, clear communication, attentiveness, determination

## EDUCATION

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Student

Bluffton High School

- 4.0
- CCP Classes
- Latin Club
- Math Club
- Chamber choir
- Show Choir
- Ocean Focus
- Drama Club
- Soccer

Ohio State University

- Health science scholars program
- Pre-PT program
- PT and OT club
- Soccer club