



messages or items within the film crew and cast. I performed administrative work such as answering phones, paperwork and greeting film crew and cast.

**SUMMER YOUTH EMPLOYMENT PROGRAM
VIRTUAL ENERGY CONSERVATION POSITION**

July 6, 2021 – August 2, 2021

Pay Rate: \$12.50 Per Hour

Supervisor: Mary Spruill

(703) 257-1117

I was responsible for working and communicating effectively within a group. I was able to independently work on various projects. I attended various meeting and was able to comprehend the material and apply it to my job requirements. I was able to meet project deadlines and follow all procedures to ensures a safe work environment.

LANDSCAPING AND GROUNDSKEEPING WORKER

June 2017 – August 2019

Pay Rate: \$11.50 Per Hour

Supervisor: Fletcher Ruffin

(301) 717-2945

I was responsible mowing lawns using power mower. I also raked, mulched and compost leaves. I trimmed flowers and cleaned flower beds. I cared for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming flower beds, walkways, or walls. Used hand tools such as shovels, rakes, pruning saws, hedge, or brush trimmers. Gathered and removed litter.

