

# Allyson Dodson

Folsom, CA  
(916)365-5001  
addlovie@gmail.com

## SUMMARY

Current Student at William Jessup University, studying Family & Children's Ministry. Worked consistently and joyfully with young children of all ages, from as young as six weeks to thirteen years. Over nine years of babysitting experience, and 2 years of administration experience. Positive and reliable employee, who is honest, caring, and responsible.

## OBJECTIVES

Seeking position as a server with Acrobat Outsourcing. My goal in this position is to gain experience working in customer and food service, which will further ensure success for me, both professionally and personally.

## EDUCATION

### **William Jessup University**

*Bachelors of Arts in Family & Children's Ministry*

Rocklin, California  
*Enrolled*

- Eldred & Alice Illingsworth Memorial Scholarship Recipient
- Church Partnership Grant Recipient
- 3.05 GPA
- Contributing Member of the University Choir & Orchestra

## EMPLOYMENT HISTORY

### **Sun River Church**

*Administrative Assistant to the Children's Director*

Rancho Cordova, California  
*May 2012 – June 2014*

- Performed weekly & monthly tasks in a prompt manner. Regular tasks included maintaining clean classrooms, checking and restocking supplies in classrooms, designing bulletin boards, regularly contacting volunteers or other services, and maintaining a positive attitude in order to increase office and church morale. Collaborated with the other directors and volunteers to plan special events. Proficient in Microsoft Office programs, as well as versed in Adobe Photoshop & Illustrator. Took on the role of either Teacher or Helper in Elementary, Preschool & Nursery level Sunday School programs on a regular basis. Planned and led Sunday School events as needed.

### **Tricks Gymnastics**

*Swim Instructor*

Folsom, California  
*July 2010 – August 2011*

- Worked with children between the ages of 3-11 years. Taught them age-appropriate swimming skills, such as kicking, breathing underwater, floating, and the basic strokes. Basic tasks included scheduling weekly swim lessons, cleaning and maintaining the swimming pool, showers, and other areas of the environment, and building positive relationships with my coworkers, students, employer, and parents. Other skills acquired from this employer included Lifeguard & CPR training and certification.

## REFERENCES

### **Velma Robinson**

*Previous Supervisor*

(209) 678-1282

bemmagirl@hotmail.com

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[addloovie@gmail.com](mailto:addloovie@gmail.com)

- Have maintained a relationship for over 7 years. She was my former supervisor at Sun River Church.

## **Erika Goodear**

*Family Friend & Client*

(916) 768-4405

[erika.goodear@facebook.com](mailto:erika.goodear@facebook.com)

- Have known and maintained a relationship for 10 years. More recently, I have acted as a babysitter as needed for her two children.

## **Heidi Matzke**

*Family Friend, Mentor, and Client*

(916) 521-5070

[matzke.heidi@principal.net](mailto:matzke.heidi@principal.net)

- I have been one of her family's regular babysitters for nine years. She also acts as a mentor to me, knows my disposition and character, and challenges me to improve myself in all areas.