

HEIDI BOUMA

- OBJECTIVE:** To obtain a summer internship in order to use my communication, organization, and adaptability skills and gain practical knowledge in business management
- EDUCATION:** Bachelor of Arts degree, Dordt College, Sioux Center, Iowa Expected 2010
Major: Business Administration: Human Resource Management
Minor: Communication
G.P.A. 3.2 on 4.0 scale
- AWARDS/
ACTIVITIES:** Dordt College Presidential Scholarship
Future Business Executives Club
Women of Promise Bible Study Leader
Women's Chorus
- EXPERIENCE:** Career Services Workstudy: Dordt College, Sioux Center, IA 2006-present
- Created an annual statistical report
 - Data entry
 - Organized and sent out mailings
- Certified Nurse's Assistant: Edgebrook Care Center, Edgerton, MN 2004-present
- Assisted elderly residents with dressing, eating, grooming, bathing, and other activities of daily living
 - Provided physical, emotional, and mental care for residents
 - Trained new employees
 - Completed detailed paperwork at the end of every shift
- VOLUNTEER
EXPERIENCE:** Job Training Volunteer, The Bridge, Orange City, IA 2009
Daycare Assistant, Cribs and Crayons Daycare, Sioux Center, IA 2008
Event Volunteer, FBE Club, Sioux Center, IA 2007-2009
Gem's Camp Counselor, Okoboji, IA Occasional
- INTERESTS:** Walking, reading, scrapbooking, playing games, spending time with family and friends
- REFERENCES:** Available upon request