

Sally Goforth  
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Portland, OR 97219  
503.555.5555

**Career Objective**\_\_\_\_\_

Activity Coordinator in a long-term care facility for older adults

**Summary of Skills**\_\_\_\_\_

- Adept at planning activity programs for assisted living and memory care residents
- Able to build a volunteer program to plan and schedule quality activities, entertainment and events and to engage residents in regular participation
- Over three years experience working with seniors and helping them explore and develop their individual and group interests
- Proficient at observing, tracking and managing activities of daily living for residents with wide range of physical and mental abilities
- Enthusiastic, creative and resourceful team player

**Relevant Work Experience**\_\_\_\_\_

Activity Assistant (Intern) Regency Assisted Living	Portland, OR	20xx - 20xx
Intake and Assessment Assistant (Intern) Adventist Memory Care	Portland, OR	20xx
Care Giver/Medication Aide/Activity Aide Morning Star Care Home	Beaverton, OR	20xx - 20xx

**Education and Certifications**\_\_\_\_\_

AAS, Gerontology – 6/20xx  
Certificate, Activity Assistant – 6/20xx  
Heartsaver CPR & AED – 12/20xx  
Heartsaver First Aid – 12/20xx  
Portland Community College

**Other Work Experience**\_\_\_\_\_

Sales Associate Meier and Frank	Portland, OR	20xx - 20xx
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**References Available on Request**