

Cherlyne Norman
2847 NE 7th Street,
Apartment # C
Ocala, FL 34470
(352)629-0836

November 4, 2005

Dear Employer,

In respond to your internship positions, please accept this letter in application for the position currently open with your business. I would like to discuss this opportunity at your convenience. I can be reached at (352)629-0836 between the hours of 6am -7:30 am or between 4:30pm -10pm. Thank you for your time and consideration.

Sincerely,

Cherlyne Norman

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2847 NE 7th Street, Apartment # C
Ocala, FL 34470
Cherlyne@ufl.edu
(352)629-0836

Education

Bachelor of Science in Health Education and Behavior April 2006
Specialization: Health Promotion
minoring in Family and Community Health
University of Florida, Gainesville, FL

Note: Financed 100% of college expense,

Associate of Arts, 2004
Central Florida Community, Ocala, FL

Professional Experience

Fitness Instructor for the Living Well facility, University Of Florida, Gainesville, FL
(August, 2005 - December, 2005)

- responsibilities were to assist, instruct, and supervise members with their exercise programs
- answer general questions about exercise and fitness
- clean and maintaining the facility and equipment
- general duties: were completing new member's applications and orientations

Community Health Education (Sidney Lanier Fitness/Research Program), University Of Florida, Gainesville, FL (September, 2005 - December, 2005)

- responsibilities were to work with adolescents with mental retardation, ages 13-22
- greet them when they arrive
- do some warming up (jog/stretching)
- lift some weights (for strength and endurance)
- work with them on their sports and socialization skills via organized games

Volunteer experience

School Health Education Volunteer (March 2004 - May 2004)
West Port Middle School
Ocala, FL

- grade 9-12 (Ms. Cliplincky, Ms. Kathy Quelland)
- 32 hours
- the responsibilities that I had where to conduct class presentations
- decorate the bulletin board

- grade papers, and to help the kids with their class work
- out of 25-30 kids, with in 4 classes

Work Experience

Instructional Assistance (February, 2002 - December 2004)

Central Florida Community

Ocala, FL

- responsibilities include preparing class room package
- answering and returning phone calls
- registering people for classes
- helping out with the advertising for the classes
- contacting people for late fees or any additional information need
- preparing and sending classified information off to the state each week

Direct care (November 2000 - June 2001)

ARC Marion INC.

Ocala, FL

- responsibilities were to give out medication, 9-11 consumers a day
- give baths, fix meals, run care programs
- help consumers with their house chores
- take the consumers out on outings

Certifications:

(CPR), American Red Cross Adult, infant, and child OSHA / AIDS / Blood Borne Pathogens / TB / Infection Control & Biohazardous Waste Per. FAC (64E-16) Safety & Security, HIPAA, and Customer Service

Technical Skills

Basic computer and Type writer skills, Answer phone lines up to 4 lines

Campus Leadership Activities

Volunteered, American Red Cross Blood Drive, Ocala, FL, 10/ 22/2003 & 12/17/2004

Membership

American Physical Therapy Association