

HEATHER RAWLS
4000 SW 37th Blvd, Apartment #1222
Gainesville, FL 32608
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EDUCATION

Bachelor of Science in Health Education & Behavior, Anticipated May, 2006
Department of Health Education & Behavior
University of Florida, Gainesville, FL 32611
Specialization: Community Health Education

Certifications: Cardiopulmonary Resuscitation (CPR), American Red Cross
Heartsaver First Aid, American Red Cross
Blood Borne Pathogens

Technical Skills: Proficient in Microsoft Word, Excel, Publisher, and PowerPoint

PROFESSIONAL EXPERIENCE

Intern in Health Education & Behavior (January, 2001-August, 2002)
Florida Hospital Cancer Institute Waterman
4000 Waterman Way
Tavares, FL 32778

Responsibilities included making lead molds for radiation treatment of patients, answering phones, filing papers, and helping the doctor and therapists when needed.

WORK EXPERIENCE

Classroom Assistant (October 2004 – Current)
Baby Gator Child Development and Research Center
The University of Florida
Gainesville, FL 32611

Responsibilities include:

- Assisting teachers with daily activities
- Set up snack for children
- Prepare packets that go home with Parents

Office Assistant/Babysitter (September, 2003 – Current)

Walter Tovkach, Attorney at Law

5011 NW 8th Ave

Gainesville, Fl 32605

Responsibilities include:

- Watch his three girls, 1 day a week.
- Perform office task 2 days a week, such as file, input computer data, and run errands.

Substitute teaching (2003- 2004)

Little Gems Preschool

100 Guerrant St.

Umatilla, Fl. 32784

Responsibilities Included:

- Preparing the children to go home each day
- Giving children their snacks after nap
- Various educational activities with children

Sales Team member and Engraver (October, 2002 – June, 2004)

Things Remembered, Oaks Mall

6419 W. Newberry Rd.

Gainesville, Fl 32605

Responsibilities Included:

- Engraving gifts sold in store
- Taking customer orders
- Ringing customers up on cash register
- Setting store up for promotional offers

Camp Counselor (May 2003 – August 2003)

Golden Triangle YMCA

1465 David Walker Rd.

Tavares, FL 32778

Responsibilities included:

- Was the counselor for the 5 and 6 year olds
- Earned my certification in First Aid, CPR, and Blood Borne Pathogens

Technical Assistant (January 2001 – August 2002)

Florida Hospital Cancer Institute Waterman

4000 Waterman Way

Tavares, FL 32778

- Made lead molds for radiation treatment of patients
- Answered phones
- Filed Papers
- Helped Doctor and Therapists when needed

CAMPUS LEADERSHIP ACTIVITIES

Assistant Social Chair, Phi Mu Sorority, University of Florida, January –December 2003

Member, AMSA, Fall Festival, University of Florida, 2002

Volunteer, Janet's Walk for Hope, University of Florida, Fall 2003

MEMBERSHIPS

Phi Mu Sorority

Friends for Life of America

American Medical Students Association

Student Alumni Association