

**MARGARET ADAMS**  
**1000 East Main Street**  
**Streator, Illinois 61364**  
**815/672-0000**

**CAREER OBJECTIVE** To obtain a position as an aide in the health care industry.

**EDUCATION** Illinois Valley Community College, Oglesby, Illinois  
 11 semester hours completed, general education emphasis

**WORK HISTORY**

<b>Professional Nanny</b>	Gary Moore, Attorney at Law	August 1993 to present Naperville, Illinois
<ul style="list-style-type: none"> <li>• Work full time as a live-in childcare professional for twin girls, age five;</li> <li>• Provide daily care for twin girls, including nutritional planning and preparation of meals and transportation to scheduled activities;</li> <li>• Supervise children in all learning and play activities;</li> <li>• Organize and supervise theme parties for 15 children;</li> <li>• Perform household duties for family including laundry, cooking and shopping;</li> <li>• Coordinate and schedule repair services for household;</li> <li>• Create arts, crafts, and play activities for children;</li> <li>• Maintain daily journal for parents describing activities and development of children.</li> </ul>		
<b>Certified Habilitation Aide</b>	Streator Unlimited, Knox Estates	November 1991 to August 1993 Streator, Illinois
<ul style="list-style-type: none"> <li>• Assisted residents of 16-bed facility with maintenance of daily living programs including activities of personal hygiene, speech, physical therapy, and self-administered medications;</li> <li>• Involved residents in varied recreational activities;</li> <li>• Documented the performance of all activities and programs in resident's charting to comply with State of Illinois guidelines;</li> <li>• Transported residents to and from workplace;</li> <li>• Supervised five to six residents on outings to stores, churches theaters, and amusement parks.</li> <li>• Learned some sign language while assisting resident who was deaf.</li> </ul>		
<b>Cashier</b>	Food Expo	May 1989 to November 1991 Streator, Illinois
<ul style="list-style-type: none"> <li>• Provided customer services to grocery store customers;</li> <li>• Ran cash register to complete sales transactions;</li> <li>• Balanced cash register receipts at end of shift;</li> <li>• Lettered advertisement signs for sale items using poster board and marker.</li> </ul>		

**PROFESSIONAL CERTIFICATIONS** Certified Habilitation Aide, Horizon House of Illinois Valley, Inc. and The American Association on Mental Retardation (November 1992).