

# Klara Möller

## High School Student

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## OBJECTIVE

To gain relevant experience to in the future ensure a position in the field of education.

## EXPERIENCE

### Skogsällskapet / Administrative assistant

JUNE 2018 - AUGUST 2018, UPPSALA, SWEDEN

- Transferred personal information from note cards to Excelle.
- Learned the importance of accuracy and precision.

### OK Linné / Camp leader

JUNE 2014- AUGUST 2018, UPPSALA, SWEDEN

- Planned and arranged activities.
- Took care of and was in charge of about 20 kids in the age of 7 to 13 years old.
- Prepared and cleaned up after meals for a group of up to 70 people.
- Handled conflicts, cooperated and communicated with parents and other leaders.

### Malmaskolan / Assistant gym teacher

FEBRUARY 2015, UPPSALA, SWEDEN

- Planned and prepared gym class for elementary school students.
- Handled sudden conflicts and complications.

### Chocolate / Store Clerk

FEBRUARY 2015, UPPSALA, SWEDEN

- Greeted and helped customers.
- Organized and cleaned the store.

## EDUCATION

### Celsiuskolan / Science

AUGUST 2016 - JUNE 2020, UPPSALA, SWEDEN

Credit: 18.26

- Tränings och tävlingslära 1 (Training theories -health and nutrition)
- Tyska 4 (advanced german)

### South Lyon East High School / Exchange Student

SEPTEMBER 2018 - JUNE 2019, SOUTH LYON, MI, USA

GPA: 3.6

- Reading and Writing for the College Bound

## SKILLS

- Hardworking
- Outgoing
- Problem Solver
- Microsoft Word, PowerPoint and Excel

## LANGUAGES

- Swedish, fluent
- English, advanced
- German, basic