

RESUME

CHEERFUL WOMAN

Personal Qualities

Cheerful

Helpful

Enthusiastic

Professional Skills

IBM

Ten Key

Reception Work

Microsoft Works

Word Perfect

WordStar

MAC

Bookkeeping

Secretarial Word

Work History

7'94

Alex Thomas packing Sheds
Pear Sorter

Ukiah, CA

Received Production Bonus Every Day

7'93

Fetzer Vineyards
Laboratory Assistant

Hopland, CA

1'92 - 10'93

Concord Naval Weapons Station
Ordinance Handler

Concord, CA

Earned Five Certificates

Cal-OSHA Safety Training
Certified Fork Lift Driver
Hazardous Material Handler
Ordinance Safety
Quality Assurance

Stevedore Work

Rigging, Loading and Unloading

7'89 - 9'91

California Department of Forestry
Fire Fighter

Willits, CA

Earned Three Certificates

Fire Fighter
CPR
First Aid

Education

Mendocino College
Antioch High School

Ukiah, CA
Antioch, CA