

Resume Any Person

Skills

Windows Computers -----	Word Perfect Quatro Pro Lotus 1-2-3 Paradox Harvard Graphics
Office Skills -----	Word Processing Newsletter Writing Layout and Design Mail Distribution Reception Work Executive Secretary Work Timekeeping Purchase Orders Inventory Records Scheduling Travel Arrangements

Employment History

6/*4 – 1/*5	Substitute Teacher	Ukiah Unified School District Ukiah, California
1/*4 – 5/84	Clerk	Sequoia Personnel Service Eureka, California
1/*3 – 12/*3	Customer Service Representative	Gottschalks Eureka, California
1/*1 – 12/*2	Executive Secretary	Arcata Redwood Company Arcata, California
1/*3 – 12/*0	Timberlands Secretary	Simpson Timber Company Arcata, California
1/*8 – 12/*9	Secretary (Temp)	Sequoia Personnel Service Eureka, California
2/*6 – 12/*8	Technical Editor	Vitro Corporation Oxnard, California
3/*5 – 1/*6	Clerical Assistant	American Cancer Society Oakland, California
4/*4 – 2/*5	Newspaper Writer	New Carlilse Sun New Carlilse, California
6/*8 – 3/*4	Journalist	US Navy San Diego, California

Education

December *4	Bachelor of Arts Degree	Humbolt State University Humbolt, California
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