

Resume
Any Clerical Person
(707) XXX-0006

Personal Skills

Dependable
 Organized
 Fast Learner
 Energetic

Honest
 Responsible
 Bondable
 Motivated

Technical Skills

Bilingual	English	Spanish
Computer Literate	Windows	Apple
	Word	Works

Work History

12/X3 – 4X4	Victim Witness <u>Receptionist / Clerk</u> Letter of Recommendation	Ukiah, CA
10/X2 – 1/X4	Kmart <u>Customer Services Clerk</u> Trained new employees	Ukiah, CA
6/X4 – 8/X4	Johnson's Packing House <u>Pear Sorter</u> Never missed a day	Ukiah, CA
6/X3 – 6/X4	St. Mary's School <u>Teacher Assistant</u> Increased class participation	Ukiah, CA
10/X1 – 6/X2	Oak Manor School <u>Day Care Provider</u>	Ukiah, CA Ukiah, CA

Complete History Available