

Resume

**Any Clerical Person  
(707) XXX-0007**

Technical Skills

Computer Skills:

**Word**

Works

WordPerfect

Reception work

Bookkeeping

Shipping/Receiving

**Windows**

**Excel**

QuickBooks

Telephone Receptionist

Accounts Payable

Payroll

**Apple Computers**

Lotus1-2-3

Inventory

Dispatching – MTA

Accounts Receivable

Sales and Management

Employee Training

Foreman

Telephone Sales

Quality Control

Advertising

Flyer Development

Industrial Skills

Auto Mechanic Skills

Machine Feeds

Forklift Operator

Hydraulics

Assembly Work

Infection Mold Machine

Hot Stamp Injection

Employment History

4 Years	Wrights Engineered Plastics, Inc. <u>Injection Molding Machine Operator</u> <b>Excellent Attendance Record</b>	Norwalk, CA
15 Months	Mendocino Transit Authority <u>Assistant Dispatcher</u> <b>Letter of Recommendation</b>	Ukiah, CA
6 Months	Vallejo Casket Co. <u>Advertising Sales; Bookkeeper</u> <b>Increased sales 24% in 6 months</b>	Vallejo, CA

Complete History Available