

Resume

A. Special Clerk

Professional Skills

Product Sales
Billing
Reception Work
IBM Computers
Word Perfect
Telephone Skills

Service Sales
Alpha/Numeric Filing
Secretarial Work
MacIntosh Computers
10 Key
Cash Register

Personal Qualities

Dependable
Self Starter
Honest

Personable
Motivated Worker
Creative

Work Experience

November 2, XXX5 - Pices
November 30, XXX5

Receptionist: Answer
phones; Typing, Filing
*** Letter of
Recommendation**

August XXX5 -
October XXX5
Employment
Development
Department

Seasonal Clerk Answer
phones, Type letters,
Computer work, Take job
orders, Make job lists for
clients
*** Letter of
Recommendation**

July -
September X4
County of Mendocino

Reception work including
filing, typing, data entry
on a Windows computer
*** Letter of
Recommendation**

Education

Ukiah High General Education Diploma Ukiah, CA

ROP Banking Certificate Ukiah, CA

ROP Office Technology Certificate Ukiah, CA

(XXX) xxx-xxxx