

Your Name

Your Address

Ball Ground, Ga. 30107

Home 770 -479 - xxxx

Cell 404 -384 - xxxx

Email: email@yahoo.com

OBJECTIVE: Seeking a responsible and challenging position in office administration level.

QUALIFICATIONS

Office Assistant:

- Data Entry.
- Scheduled work orders.
- Handled Account receivables and payables.
- Generated correspondence.

Front End Supervisor:

- Supervised cashiers.
- Customer service.
- Responsible for closing and money management.

Daycare:

- Supervised 10 children

❖ Experiences with Word, Access, Excel, and Corel Word Perfect.

EMPLOYMENT

2003-2004 Front End Supervisor, Michael's Craft Store

- Duties include manager of 7 employees, customer relations.
Responsible for closing registers and transfer of monies to accounting.

2001-2003 Office Assistant, D&J Heating and A/C

- Customer service, front offices duties, which includes, filing, phone operation, typing, data entry.

2000-2001 Assistant teacher, Kid Connections

- Total care for 2-year toddler class.

1999-2000 Cashier, Garden Ridge

- Operated cash register. Responsible for maintaining balanced till.

EDUCATION

Currently enrolled, Appalachian Technical School

Courses: Excel, Intro to Computers, Word, Typing I

Graduated from Cherokee High School in 1999.