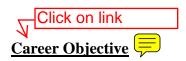
35 Gold Road ❖ Sun Beach, MI 48617 ❖ 989-475-2359 ❖ otero@kev.net



To obtain an entry-level position with the opportunity for advancement

Education

Clare High School; will graduate in May, 2008; college preparatory with business emphasis; overall GPA 3.82 (A = 4.0)

Computer Skills (or Work Skills)

Keyboarding (67 wpm) Microsoft Office Suite 2010 Microsoft MovieMaker 2.0 Adobe Photoshop Elements 6.0

<u>Work Experience</u> (or Volunteer Experience)

Administrative Assistant – September 2008 to Present Markley Products, Clare, Michigan; Full-time position

Organize filing system

Complete daily and monthly reports =



Inventory, order, and store all office supplies

Lawn Care Provider – June 2008 to September 2008 Various Families, Clare, Michigan; Per diem position

- Performed weed removal duties
- Demonstrated excellent lawn cutting abilities
- Handled all cleanup in yards

Extracurricular Activities (or Hobbies and Interests)

Business Professionals of America, 9th-12th grades Class Secretary, 12th grade Drama Club, 11th-12th grades Band, 9th-11th grades National Honor Society, 11th-12th grades Track, Basketball, Volleyball, 9th- 12th grades

References for

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