

# Kimberly A. Otero

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

Click on link

## Career Objective

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

## Work Experience (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, 9<sup>th</sup>-12<sup>th</sup> grades  
Class Secretary, 12<sup>th</sup> grade  
Drama Club, 11<sup>th</sup>-12<sup>th</sup> grades  
Band, 9<sup>th</sup>-11<sup>th</sup> grades  
National Honor Society, 11<sup>th</sup>-12<sup>th</sup> grades  
Track, Basketball, Volleyball, 9<sup>th</sup>- 12<sup>th</sup> grades

## References for

Kimberly A. Otero

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**Mr. Steven Geiger**

*Manager*

Systematic Design, Inc.

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Ubly, MI 48441

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**Mrs. Pam Stein**

*Sales Manager*

Del Palmo Tours

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**Mrs. Jann Cleary**

*Business Education Teacher*

Clare High School

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**Mrs. Debbie Loesel**

*Business Education Teacher*

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