

JANE DOE

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## SKILLS PROFILE

- Customer service experience working in an educational and retail setting.
- Interface well with others at all levels including customers, students, co-workers and administration.
- Efficient and organized with excellent interpersonal communication and office support skills.
- Proficient in Microsoft Word, data entry, basic internet skills, and legal terminology.
- Completes assignments with limited supervision and willing to learn new tasks.

## EDUCATION

### Accounting Diploma

Graduate: May 2009

Moore Norman Technology Center, Norman, OK

- Received perfect attendance award and maintained straight A's.

### Business Technology Certificate

Graduate: May 2008

Moore Norman Technology Center, Norman, OK

- Completed 3 month program in 2.3 months

### General Education Diploma

Graduate: May 2006

Norman North, Norman, OK

## WORK EXPERIENCE

Moore Norman Technology Center, Norman, OK

10/2009 to 12/2009

**Office Assistant/Intern** - Educational Services Department

- Prepared correspondence and documents using MS Office 2003
- Operated switchboard and greeted public
- Entered data, scanned documents and created files

Wal-Mart, Moore, OK

08/2007 to 07/2009

**Cashier/Customer Service**

- Stocked shelves and products and rotated merchandise
- Maintained \$1,000 daily cash balance in cash drawer
- Interacted with customers in a positive, friendly manner
- Performed security checks of high theft areas

## ACTIVITIES

President - Business Professionals of America

2008-2009

Treasure - Community Public School Yearbook

2007-2008

Publicity Chairperson - United Way

2005-2006

Volunteer - Food and Shelter for Friends

2005-2009