

Sally Smith

Objective Seeking entry level position as an office assistant

Experience 6/2003-8/2003 Boys and Girls Club Oxnard, CA

Camp Counselor

- Organized teams
- Supervised group activities
- Assisted with crafts projects

Education 8/1998 to 6/2000 Haydock Jr. High Oxnard, CA

- Honor Roll - 2 years

8/2000 to present Oxnard High School Oxnard, CA

- Computer classes
- Business classes

Skills

- Meet the public
- Give/Follow Instructions
- General computer use
- Word Processing
- Graphics

Accomplishments

- Honor Roll 2 years
- Passed CHSEE
- Certificate for Outstanding Student in English 2
- Microsoft Office Specialist Certified

Personal Traits

- Reliable
- Punctual – always on time to school
- Meet Deadlines
- Work with a team