



## Overview

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- Ambitious and highly motivated worker
- Capable of working in all positions from Customer Service to janitorial position.
- Fast on-the-spot learner w. excellent listening skills and a
- Proficient in all electronic matters, and familiar w. core of (Word Processor, Excel, Powerpoint, etc.)
- Equipped w. deep and clearly intelligible voice, perfect for phone services.

<b>Key Words</b>
<a href="#">service</a> <a href="#">providing</a> <a href="#">deep</a> <a href="#">possible</a> <a href="#">transactions</a> <a href="#">proficient</a> <a href="#">knowledge</a> <a href="#">advertising</a> <a href="#">order</a> <a href="#">development</a>
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## Qualifications

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- Technologically Proficient
- High Level Comprehension
- Role Player
- Deep Grammatical Knowledge
- Numerically Advanced
- Able-Bodied

## Relevant Experience

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- Computer Proficiency
  - Vast knowledge of hardware and software for both PC's and Macs
  - Complete understanding of social networking
  - Disciplined in the use of word processors and like applications
- Project Development
  - Collaborated with team of film makers in the development of an advertising analysis
  - Successfully navigated group to triumph while maintaining positive group morale
- Documentation
  - Documented list of client transactions using Excel on a regular basis for a magazine advertising firm
- Creative Problem Solving
  - Routinely made executive decisions regarding broadcasting responsibilities and last-minute modifications for a local school news program
- Marketing
  - Developer of a "Guerrilla Marketing" campaign for local musical talent that has resulted in the increase of recognition for a few

## Employment History

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09/10-02/11	<b>City Publishing Company Inc.</b> Telemarketer	Northridge, CA
	<ul style="list-style-type: none"><li>• Conducted cold sales call throughout the work day</li><li>• Utilized Excel to document all transactions</li></ul>	
03/08-06/08	<b>Wendy's Fast Food Restaurant</b> Customer Service Representative	Houston, TX
	<ul style="list-style-type: none"><li>• Assisted customers in the order taking process while providing the best service possible</li></ul>	
09/07-11/07	<b>Luby's Cafeteria</b> Waiter/Server/Porter	Houston, TX
	<ul style="list-style-type: none"><li>• Assisted customers in the order taking process while providing the best service possible</li></ul>	

## Education

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2014	<b>Santa Monica College</b> Film	Santa Monica, CA
2009	<b>Granada Hills Charter High School</b>	Granada Hills, CA

High School Diploma

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