

<b><u>Adam Howard</u></b>
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<b>Skills Summary</b>	<ul style="list-style-type: none"> <li>• <u>Excellent organizational skills with proven ability to manage multiple priorities with measurable successful outcomes.</u></li> <li>• <u>Excellent interpersonal and communication skills as demonstrated by successfully working in team oriented work settings.</u></li> <li>• <u>Demonstrated ability to work effectively with multiple personality types in high stress situations.</u></li> <li>• <u>Experience in multitasking phone and computer seamlessly to provide accurate and quick information entry and flawless execution</u></li> <li>• <u>Highly efficient in operating pertinent software such as Microsoft Office Suite and related programs.</u></li> </ul>	
<b>Education</b>	<b>Highland High School</b> <b>Graduated top 10 % of class</b> <b>GPA 3.85</b>	<u>2003-2007</u>
<b>Full-Time Work Experience</b>	<b>Oregano's Pizza Bistro</b> <u>Bartender.</u> <ul style="list-style-type: none"> <li>• Responsible for providing top notch service to guests, I treat every guest as if they were family.</li> <li>• Inventory management</li> <li>• Creating an environment of learning and happiness for all new employees</li> </ul>	<u>2016 - Present</u>
<b>Community Service</b>	<u><b>American Cancer Society Arizona</b></u> <u>Volunteering, Fundraising, Even Coordination for Relay for Life</u> <u>Raised over \$10,000 for Cancer Research</u>  <u><b>VIP, Diamond and Best Team Award: 2005, "Relay for Life"</b></u> <u>American Cancer Society</u>	

