


# ANDREW DATZ

## CONTACT

 Columbia, MD 21045

 (443) 995-8119

 Andrewdatz@yahoo.com

## WEBSITE, PORTFOLIO, PROFILES

- <https://andrew-datz.github.io/#>
- <https://www.flickr.com/people/195081609@N08/>

## SKILLS

- Operations support
- Telephone etiquette
- Relationship building
- Recordkeeping
- Pro Tools expertise
- Decision Making
- Image Archiving
- Information Research

Energetic Volunteer offering outstanding telephone etiquette, social media and interpersonal skills. Well-trained individual with past experience working with children and elderly people. Punctual and dedicated to service.

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## WORK HISTORY

March 2022 to August 2022

**Volunteer Deep Run Elementary School**, Columbia, Maryland

- Used strong interpersonal communication skills to convey information to others.
- Supported staff with clerical work and other office tasks.

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## EDUCATION

Expected in May 2023

**Associate of Arts Audio And Video Production**  
**Howard Community College**, Howard County