

Brook Gunter

1920 E. 2nd St., Edmond, OK 73034

Telephone: 1-405-340-6824

Experience

Lerners

Sept '00 – Present

Quail Springs Mall
Oklahoma City, OK
1-405-751-6622

Responsibilities:

Cashier; handling customer service; returns and exchanges of customers; dealing with incoming freight and transfers of clothing to different stores.

Grazinglands Research Laboratory

Sept '99- July '00

7207 W. Cheyenne St.
El Reno, OK 73036
1-405-262-5291

Responsibilities:

Answering telephone lines for 12 Doctors and Scientists; I prepare 115's (manuscripts) for the Doctors and Scientists so they can be published; Filing Official government papers; Handled incoming and outgoing mail by using the postage machine; I worked with the Internet, Word, Power Point, Excel, Word Processing, Word Perfect 9, Word Perfect.

New Age Graphics

Aug '99 – Sept'99

El Reno, OK 73036

Responsibilities:

Cashier; Handling customers; Operating Copy Machines; Handle Fed Ex packages

Gunter Peanut Company

Seasonal

Binger, OK 73009
1-405-656-2398

Responsibilities:

Figuring Pay role for employees, Filing peanut data records, Weighing Trucks

Skills

* Java	* Word	* Access	* DOS	* Ten-Key
* PowerPoint	* RMIS	* QBasic	* Internet	* Fed Ex
* Excel	* Business Usage	* Word Processing	* Word Perfect	* Office '00
* Office '97	* Office '95	* Word Perfect 9	* HTML Programming	
* KAWA	* Postaging	* Visual Basic		

Education

University of Central Oklahoma

MIS (Management Information Systems)

Related Courses:

Management, Economics, Business Statistics, Accounting
Visual Basic, Business Communications, Marketing, MIS

Edmond, OK

Aug '00 - Present

Redlands Community College

Computer Science/Business Option

Related Courses:

Java, Financial Accounting,
Business Application Software, Operating Systems,
Economics

El Reno, OK

Aug '98 – July '00

Binger-Oney High School

Graduated May 1999 GPA 3.95

Related Courses:

Accounting, Teachers Aide, Computer Classes

Binger, OK

Caddo-Kiowa Vo-Tech

Computer/Business

Related Courses:

DOS, Ten Key, Internet, Word Processor, Word,
Language Usage, Computer Science

Ft. Cobb, OK

Aug '97 – Dec '97

Honors & Awards

Ambassador- Redlands Community College

NBCMA

Phi Theta Kappa- Vice President

Business and Professional Women Luncheon

World Affairs Council

Higher Education

Salutatorian.

OSU Banquet

Student of the Month – Binger-Oney

Student of the Month – Caddo-Kiowa Vo-Tech

References:

Available upon request