**Martin Chavez**  
120 Dawson Street  
Cleveland, OH 44114  
(216)555-3400 / [martinchavez@webplace.org](mailto:martinchavez@webplace.org)

# Objective

An Office Administrator position in a fast-paced environment where I can apply my expert level computer skills to streamline systems

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| Education | |
| 2013-2015 | **Jefferson College**, Cleveland, OH  *Business Administration Certificate*   * Business Computing: Word, Excel, PowerPoint, Access, InDesign, Dreamweaver * Business Communications and Organizational Behavior * Accounting and Bookkeeping: Simply Accounting * Project Management * Supervisory Skills |
| 2012 | **Elm View High School**  Graduated Grade 12, with honors |
| Work Experience | |
| 2015-2017 | **Westview Bookkeeping**, 1200 Maple Street, Cleveland  *Office Assistant (part time)*  Responsibilities include:   * Maintain company records * Format documents in Microsoft Word * Organize company database with Microsoft Access |
| 2011-2012 | **Meadowlark Camp**, Avon Lake, OH  *Camp Counselor (summers)*  Responsibilities included:   * Supervised groups of 10 campers aged 9 to 11 * Organized crafts and sports activities * Assisted with general office duties |
| 2012-2014 | **Mario’s Pizza**, Cleveland  *Pizza waiter and cashier (part time)* |
| Volunteer Experience | |
| 2013-2015 | **Jefferson College Business Technology Department**  *Student Activities Coordinator* |
| 2015-2017 | **Food Bank**, Cleveland |