

Hello I'm Casey Turner

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Skills

- Basic knowledge of HTML and CSS
- Familiar with Microsoft Excel and PowerPoint
- Limited experience in Java and C++
- Good written and verbal communication skills
- Strong organization and time management

Experience

Jan 2025 - Present

Office Solutions Inc., Oakland, CA – Administrative Assistant

- Handled internal scheduling and client emails
- Maintained office inventory and organized meetings
- Created basic reports using Excel

June 2023 - December 2024

Campus Bookstore, Berkeley, CA – Sales Associate

- Assisted customers with purchases and returns
- Managed daily cash register reports
- Restocked and organized product shelves

Education

August 2022 - Present

Berkeley City College – A.A. in General Studies

Relevant Coursework: Intro to Programming, Communication Skills

Awards

- Employee of the Month – Office Solutions, March 2025