**OBJECTIVE**

To contribute my good work ethic to your work place and to be a positive addition to your team.

**SKILLS**

* Friendly
* Energetic
* Organized
* Ambitious
* Hardworking
* Goal oriented
* People person
* Self-motivated
* Dependable/punctual
* Cooperative team member
* Able to communicate ideas effectively

**WORK HISTORY**

**Office Administrative Assistant Mount Vernon, WA**

*Skagit Valley College*

Handled student’s questions/concerns in a timely manner, categorizing and indexing complex filing system, marketing outreach to solicit potential new students, assisting students with changes to their schedules or account information.

**Package Handler Burlington, WA**

*UPS*

Assembled packages onto package carts in a fast orderly manner, unloading packages onto a conveyor belt, separate packages by location, and washed package cars

**Sales Associate**  **Burlington, WA**

*Kmart*

Constructed displays, restock items, achieved fast friendly transactions, gathering shopping carts, returning items to the floor, trained new cashiers

**EDUCATION**

Transfer Degree (Computer-Science) Sept 2015-Dec 2017 Skagit Valley College

High School Graduate June 2015 Burlington-Edison High School