

Bookholders Data Entry/Clerk Bookholders Data Entry/Clerk Woodbridge, VA To obtain a job as a customer service associate to gain work experience, enhance reference list, and build leadership and communication skills. Authorized to work in the US for any employer Work Experience Bookholders Data Entry/Clerk 2017 to Present Responsible pulling, and packing books for shipments and customers Sold and bought used books from customers on the store's behalf CWP Painter 2016 to 2016 Responsible for painting exterior of houses Operated airless paint sprayer Assistant to Network Administrator Holmes Middle School - Fairfax, VA 2012 to 2015 Responsible for assembling and upgrading computers and printers Installed ghosting software on laptops Education International Baccalaureate in Scholar Virginia Commonwealth University 2019 Field Senior High School 2015 Skills Time Management (Less than 1 year) Additional Information Skills Organized Efficient Persuasive Not easily frustrated Time Management Multi-tasking

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