

Assistant / Clerk Assistant / Clerk Office/Secretary League City, TX Paralegal Certification
University of Houston - Clear Lake August 2018 Authorized to work in the US for any employer
Work Experience Assistant / Clerk Heritage Elementary School, La Porte ISD - La Porte, TX
December 2018 to May 2019 Clerical duties for counselor and assistant principal. Web Developer
IBM - Houston, TX August 2000 to May 2003 Job duties included designing web pages, creating
and modifying Adobe Photoshop graphics, developing Macromedia Flash presentations, and
updating HTML content for the Government, Education, Healthcare, and Industry IBM corporate
web pages. Education Paralegal Certification University of Houston - Houston, TX August 2018
Teacher Certification University of Houston - Houston, TX November 1995 Bachelor of Arts in
History in History Sam Houston State University - Huntsville, TX May 1991 Skills EXCEL (4 years),
MICROSOFT OFFICE, PHOTOSHOP (2 years), HTML (2 years), ADOBE PHOTOSHOP (2 years),
Microsoft Excel, Filing, Scheduling, Data Entry, Organizational Skills, Customer Service, MS Office,
Sales, Microsoft Word, accounting, Outlook, Cash Handling, Receptionist Additional Information
Office Skills Proficient in Microsoft Office, Excel, Word, PowerPoint, and Outlook. Proficient doing
online research, SharePoint, Blackboard, HTML, Adobe Photoshop, and CSS.

Name: Matthew Ortega

Email: jarvisrichard@example.com

Phone: 001-962-399-7683x01340