**MICHAEL D. BENNETT**

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10772 SE Sunnyside Rd, Clackamas, OR, 97015 (503) 313-9588

**Objective**

Seeking a position in a field where I can make an impact on people

**Skills**

* Experience working in a Professional Office Environment
* Precise accurate Data Entry and File Notation
* Ability to work Efficiently in Problematic Situations
* Exceptional attention to Detail
* Goal Oriented and Results Driven
* Able to work well in a Fast Paced Environment
* Proficient in Computer Office Applications and Equipment
* Ability to Adapt to Proprietary Office Protocol

**Work Experience**

* Portland City Archives: Assistant Research Archivist Portland, OR 2011-2012
* Warner Pacific College: Office Assistant Portland, OR 2009-2011
* Milwaukie Faith Church: Youth Leader Milwaukie, OR 2007-2009
* 7-11 Franchise: Customer Service and Sales Milwaukie, OR 2002-2006

**Achievements**

* Missionary work teams: Ensenada Mexico and Auckland New Zealand. Led a worship service, organized prayer summits, bible studies as well as familiarization with country culture.
* Community Service: Participated in Night Strike - Serving hot meals to the homeless
* Warner Pacific College: Participated in various community services projects including but not limited to serving local elementary schools, worked with the Knights Program, helped in various ways during welcome week
* Scholarships: Golf Scholarships to Southwestern Oregon Community College as well as

Warner Pacific College

* Athletic Achievements: Captain of the Varsity Golf team at Warner Pacific College

**Education**

* Warner Pacific College: B.A. History 2011
* Southwestern Oregon Community College : General Studies 2006-2007
* Gladstone High school: Diploma 2006

**References**

Available upon request