

Rebecca Gardner

3945 Tingley Lake Rd New Milford , Pa 18834

Phone: 570-687-0828 E-Mail: rmg10@pct.edu

Experience scary

Harford Fair Office

2009- 2012

- Office worker- answering phones, filing, QuickBooks, paperwork.

Volunteer

- Farm City Feast (Willing Workers)
- Harford Fair Annual Dinner
- Harford Congregational Church Dinners

Education

Blue Ridge School District

Graduated in 2013

Clubs: SADD, School Paper, Prom Committee, FBLA

Achievements: Principles Award, Student of the Month, High Honor Role

Pennsylvania College of Technology

2013- currently a student

Achievements: Deans List

Skills

- Microsoft Word, Excel, PowerPoint
- Adobe Premier Pro
- Adobe InDesign
- Adobe Photoshop
- Adobe Dreamweaver
- QuickBooks
- HTML, CSS, PHP coding
- CMS (Content Management Systems)