

Anthony Holt

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Indianapolis Indiana, 46208

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Objective To find a job that is not only steady, but welcoming where I can work while continuing to attend college and attain my four year degree in Computer Sciences.

Experience **Security Officer**

Universal Protection Services, Indianapolis, Indiana

December 2015 – Present

Shift work as a security officer. Maintain detailed log of activities including visitor logs, incident reports and others. Hourly security patrols of the facility.

Lead Cashier

Circle K, Springerville, Arizona

July 2014 – November 2015

I maintained a work floor of about 500 square ft , while maintaining of average 4 costumers every 2 minutes.

I also advanced fairly quickly through the store due to my personality, and general likeability. Took on duties of assistant manager, assisting with paperwork including inventory control, balancing drawers, and daily receipts. Intensive detail work with currency.

Consultant

Holt Computer Consulting, Eagar, Arizona

April 2013 – July 2014

I helped the owner of the company maintain and run the organization.

I met with and helped clients on an average of about 4 a day, with general and advanced computer problems.

I also did web development, as well as outreach, having one client I worked with for over a year helping him self publish online.

Assistant Director

Casa Malpais Archeological Museum, Springerville, Arizona

September 2013 – April 2013

I maintained and facilitated the overseeing of the Casa Malpais Museum, while the Director was away.

I also ran and preformed the tours for the archeological site of Casa Malpais 3 times a day with an average tour size of 7 people.

Program Director

Boy's and Girl's club of Round Valley, Eagar, Arizona

September 2011 – September 2012

I saw to the safety and wellbeing of 15-25 children a day, as well as organize 3 general activities for this children daily.

I also maintained the software integrity of all computers housed in the complex in which I work, which was on average 15.

Education

High School Diploma

St. Johns High School, St. Johns, Arizona

05/2011

I maintained an average 3.5 GPA while I also participated in a CTSO (Career and Technical Student Organization) as a state representative, as well as being a leading member of Academic Decathlon.

Communication

I am skilled in computer programs, I am proficient with phone networks, as well as maintain a positive and energetic mood.

References

Danna Finch, Circle K

Cell: 928-245-7915 Work: 928-333-5434

Audrey Holt, Ex Owner of Holt Computer Consulting

Cell: 317-200-9153
