Kenneth E. Waller  
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**PROFILE:**

Sophomore Architect Engineering Technology student seeking an opportunity within an organization where I can become a valuable employee who demonstrates and proves strong effective oral and writing skills, advanced computer skills using Word, Excel, Access and PowerPoint. Detail-oriented, through and accurate in taking and relaying information. Well-organized to handle a variety of assignments and follow through from start to finish .Strong work ethic, with eagerness to learn and willingness to contribute to meeting a company ‘s goal

**Education**:

University of Hartford, West Hartford, CT Anticipated Graduation Date May, 2014

Goodwin College, East Hartford, CT June, 2010 (summer term)

Windsor High School, Windsor, CT Received Diploma June, 2010

**Computer Skills:**

MS Office Suite (Word, Excel, PowerPoint, Access)

AutoCAD, Chief Architect, Revit, Mac OS

**Completed Coursework (University of Hartford)**

* Architecture Renaissance (History)
* Technical Mathematics
* Intro to Engineering Technology
* Architecture Studio (Intro to Architectural Process)
* Technical English Composition

**Work Experience:**

**Geissler’s Supermarket, Bloomfield, CT (Part-Time Employee)**

**Cashier/ Front End Assistant 01/10-3/11**

* Computed and recorded transactions
* Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate funds to begin the next shift..
* Established and identified prices of goods, services and tabulate bills using calculators, cash registers, or optical price scanners.
* Issue receipts, refunds, credits, or change due to customers
* Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
* Offer customers carry-out service at the completion of transactions.
* Process merchandise returns and exchanges.
* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Request information or assistance using paging systems.
* Resolve customer complaints.
* Weigh items sold by weight in order to determine prices.
* Calculate total payments received during a time period, and reconcile this with total sales.
* Cash checks for customers.
* Compile and maintain non-monetary reports and records.
* Keep periodic balance sheets of amounts and numbers of transactions.
* Post charges against guests' or patients' accounts.
* Stock shelves, and mark prices on shelves and items.

**Bank Of America, Windsor, CT (Seasonal Employee)   
Archival Records Clerks** **02/09-05/09**

* Work with user agencies in defining the procedures required for preparing records to store in the Records Center.
* Serve in user agencies in defining the procedures that are required for preparing records to store in the records center.
* Keep information log on of received and retrieved from the record storage facility.
* Help to maintain an inventory of records and their location.
* Keep control on transfer of boxes of documents to and from the Microfilm Unit.
* Participate in retrieval and return of documents, delivering to user departments and re-filing when documents are returned.
* Participated in periodic inventory of records.
* Also performed light custodial work to clean storage areas whenever needed.

***References*** *available upon request.*