**Pendo Waryoba**

2200 Prospect Avenue, Cleveland, OH 44115

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**OBJECTIVES:**

**EDUCATION:**

**Cleveland State University** Aug. 2011 – Present

*Masters of Arts in Economics*

**Florida Agricultural & Mechanical University**                                Aug. 2007 – Apr. 2011

*Bachelor of Arts and Science,* Economics, Minor: Business

Overall GPA: 2.97, Graduated in Spring 2011 (April 30th)

**SKILLS:**

        Proficient in Microsoft Word, Power Point

**WORK EXPERIENCE:**

**Student Assistant at College of Engineering Library**                         October 2009-May 2011

        Checking out books for students and organize the library.

**Part-time Clerk at Florida Division of Highway Safety and Patrol**         April 2010-June 2011

Duties include:

* Typing medical codes and filing documents

**Youth Corps Assistant at VolunteerLEON**                                  2005-2009

Duties include:

* Assisting with the coordination of special events like the annual ‘Street of Service’ event; assisting creating and maintaing publicity for the Leon County Volunteer Center, assisting in the creation of press releases and following-up with the press and special events coordinator
* Assisting in the creation and maintenance of website content
* Providing public presentations to individuals, groups, community conferences, and other venues.

**Library Assistant at Tallahassee Public Library: Adult References** August 2009 – October 2009

        Duties include:

* Picking books and sending them to the patrons.