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| Kaitlyn Haugh | | | |
| 515 Hilliard Street, Manchester, CT 06042•(860) 649-3821 Cell (860) 630-0070 •Krhaugh87@gmail.com | | | |
| Objective | | | |
| To utilize the Business Office Technology skills I have learned throughout my educational experience and to pursue a mutually rewarding career. | | | |
| Education | | | |
| May 2011 | Manchester Community College | | Manchester, CT |
| Business Office Technology  * Office Support Specialist, Certificate | | | |
| June 2005 | Manchester High School | | Manchester, CT |
| High School Diploma  * Assisted special needs students * Girls track manager | | | |
| Work Experience | | | |
| May 2007- Jan 2012 | | Manchester Community College | Manchester , CT |
| Student Worker  * Assisted with the proficient use of Microsoft Office 2007 & 2010 products   Word, Excel, Outlook, and PowerPoint   * Monitored, answered, and responded to telephone calls * Assisted professors and instructors with class preparations and graduation celebrations * Made Xerox copies, sent faxes and initiated a filing system | | | |
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| May 2010- Jan 2012 | | Manchester Community College | Manchester, CT |
| Educational Assistant  * Proctor – CT Department of Developmental Services Exams (DDS)   + Monitored student behaviors while taking exam   + Ensured students adhere to timing limit   + Assembled and graded exams | | | |
| Skills & Interests | | | |
| * Honest, mature and reliable * Cooperates well with others, team player * Self-motivated to achieve individual goals * Computer use and latest program developments and innovations | | | |