**ANTOINETTE WARD**

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**OBJECTIVE**

To obtain a position in the customer service field to utilize my skills for business betterment.

**SKILLS AND ABILITIES**

* MS Word, MS Publisher, MS Excel, and MS PowerPoint
* Fashion and Publication Design

**WORK EXPERIENCE**

2011 Salvation Army Hartford, CT

* Clerical Support
* Typed up papers
* Make phone calls
* Clean the building

**EDUCATION**

2007-2011 Bloomfield High School Bloomfield, CT

* High School Diploma

**VOLUNTEERING EXPERIENCE**

2010 Community Renewal Team (CRT) Bloomfield, CT

* I read to children
* Helped with their assignments
* Chaperone

2010 Prosser Library Bloomfield, CT

* Stocked books on shelves
* Labeled books
* Alphabetized Materials