**TARGIE GERVAIS**

PERMANENT ADDRESS

112 Warrenton St.

Springfield, MA 01109

Phone: (413)-433-2749

Email: tgervais6274@westfield.ma.edu

CAREER OBJECTIVE Obtain position as Data Entry Specialist

EDUCATION

09/2011-Present **Springfield Technical Community College**, Springfield, MA

Liberal Arts Transfer Studies, Expected May 2012

09/2010-05/2011 **Westfield State University**, Westfield, MA

Pre- Social Work Studies

09/2006-06/2010 **Springfield Central High School**, Springfield, MA

High School Diploma

EXPERIENCE

07/2011-11/2011 **Cashier/ Sales Associate**, J.C. Penney Outlet, Retail,

Springfield, MA

Responsible for operating cash register, assisting various departments when asked by managers

10/2010-05/2011 **Office Clerk**, Westfield State University, Education,

Westfield, MA

Performed secretarial tasks such as; organizing files, running errands for employees

SKILLS AND HONORS

* Computer Skills: MS Word, Excel, Internet Research
* Language: Excellent in English, Proficient in French
* Trained in handling cash
* Patient, reliable, great communication skills
* Able to work in fast paced environments

REFERENCES Available upon request