**Pendo Waryoba**

1704 Treasure Lake, Dubois, PA 15801

Email: waryobap@gmail.com, Cell: 850-345-6613

**OBJECTIVES:** To utilize my skills to contribute to the goals of a company.

**EDUCATION:**

**Cleveland State University** Some *Masters of Arts in Economics* Aug. 2011 – May 2012

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

*Bachelor of Arts and Science,* Economics

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

**SKILLS:**

* Time Management, Organizational Skills, Ability to Multitask.
* Exceptional verbal and written communication skills.
* Proficient in Microsoft Word, Excel, 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 maintaining 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.