|  |  |  |  |
| --- | --- | --- | --- |
| Kaitlyn Haugh | | | |
| 515 Hilliard Street, Manchester, CT 06042•(860) 649-3821 Cell (860) 630-0070 •Krhaugh87@gmail.com | | | |
| Objective | | | |
| To utilize the skills I have learned throughout my education and pursue a rewarding career in the Business Office Technology Industry. | | | |
| 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  * Helped out with the special needs student’s * Girls track manager | | | |
| Experience | | | |
| May 2007- May 2011 | | Manchester Community College | Manchester , CT |
| Student Worker  * Worked in Microsoft Office 2007 Word, Excel, Outlook, and PowerPoint * Made copies & phone calls * Assisted student’s with computers | | | |
|  | | | |
|  | | | |
| May 2010- May 2011 | | Manchester Community College | Manchester, CT |
| Educational Assistant  * Proctoring the Department of Developmental Services Exams (DDS) * Monitoring while student’s are taking exam * Preparing Exams | | | |
| Skills & Interests | | | |
| * Cooperates well with others * Motivated to achieve goals * Very reliable * Computer skills | | | |