Jonathan Ramsey

60 Joshua Hill

Windsor, CT, 06095

Profile

Hardworking individual who seeks a job utilizing the strong organizational, interpersonal, and leadership skills possessed. Strong planner and problem solver who readily adapts to change, works independently and always strives to exceed and not just meet expectations. Able to handle multiple tasks and meet deadlines without compromising quality.

**Education**

Windsor High School (2005-2009)

Professional Development/Relevant Courses:

· Accounting I

· Algebra I

· Statistics

Manchester Community College (2009 to Present)

Degree: Business Administration

· Macroeconomics

· Microeconomics

· Statistics

· Marketing

**Key Skills**

**Office Skills**:

Office Management

Records Management

Database Administration

Spreadsheets/Reports

**Computer Skills**:

MS Word

MS Excel

MS PowerPoint

MS Outlook

MS Access

MS Project

MS Publisher

Windows

**Work Experience:**

Staff Mart/United Parcel Service, Windsor Locks, CT February 2011 to Present

Organize packages

Windsor Farms, Windsor, CT April 2009 – February 2011

Customer Service

Waiter, Dishwasher

United Parcel Service, Windsor, CT November 2010 to December 2011

· Delivering Packages

· Organizing Packages on the truck

Artist Collective Musician, Hartford, CT Summer 2007-Summer 2009

Drum instructor

Assisted as a director in the end of the year production

**Work-related References:**

Obie Gereau, Artist Collective (860) 527-3205

Sonia Dinnall, Hartford Board of Education (413) 244-8671

Shelia Lyons, Owner of Windsor Farms (860) 463-6620