

Jo-Anne Carrenard

2800 SW Williston Road, Apt 1625

Gainesville, FL, 32608

(305) 542-4502

joannecarrenard@hotmail.com

Education

University of Florida, Gainesville, Florida

Bachelor's Degree in Journalism, expected graduation date May 2015

Miami Dade College, Miami, Florida

August 2010- May 2012

Associate's Degree in Journalism

- Graduated with honors

School for Advanced Studies, Miami, Florida

August 2010- June 2012

High School Diploma

Professional Experience

La Provence Artisanal Bakery and Cafe, North Miami Beach, Florida United States

Cashier/Server, July 2012 – August 2012

- take customers' orders and write ordered items on tickets, giving ticket stubs to customers when needed to identify filled orders
- communicate with customers to ensure that they are enjoying their meals and take action to correct any problems
- prioritize and organize what orders need to be sent out

Broward County School Board

Volunteer, summers of 2010, 2009

- organized files and folders for the Homeless Educational Program
- entered data into spreadsheets to form calculations

Special Skills

Proficiency in Microsoft Word, Excel and PowerPoint

Moderate knowledge of the French Language

Honors

School for Advanced Studies Spirit of Excellence

- award for maintaining a positive attitude while attending school

References

Dr. Michael Townsel, School for Advanced Studies Counselor, (305) 409-4168

Dr. Laurel Thompson, Director of Student Support Services for Broward County Schools, (954)-260-6594