**Student Name**

**Kacie Watson**

**PROFILE**

I am a Freshman at Southwestern Illinois College (SWIC) eager to learn and start in the work force. I am seeking the opportunity to expand my skills, knowledge and experience in a junior role. I am eager to learn and open to tackling a range of tasks. I am a strong team player and always complete tasks to a high degree of quality and to deadline. I am pursuing an Associate in Computer Information Systems

**EDUCATION**

Sandoval Jr. Sr. High

2013-2017

Southwestern Illinois College (SWIC), 2500 Carlyle Ave, Belleville, IL 62221

Current

**ACHIEVEMENTS & ABILITIES**

* Energetic, hard working, willing to learn and accept constructive criticism.
* Strong motivation for advancing in a career.
* Enjoy contributing to a team effort and creating a good working environment.
* Organized and pay attention to detail
* Take pride in work and always achieve tasks to high quality
* Current driver’s license

**IT Skills**

I am highly computer literate and proficient with the following programs:

* Microsoft Word
* Microsoft Excel
* Microsoft Power Point

**Sales**

* Competence in using electronic cash register
* Competence in handling money

**Communication**

* Written and verbal communication skills
* Experience and ease communicating with a range of people including customers, suppliers, managers and work colleagues
* Experience and ease with providing customer support (both verbal and written) including describing, suggesting and demonstrating products/services

**Completed Classes**

* Introduction into Programming
* HTML (HTML5)
* Intro to Information Tech
* Operating System/Windows (Windows 7)

**References**

Shawn Smith

Full Stacked Developer

Mentor

(618)-237-0070