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| EXPERIENCEDePaul University - CPE Department, 14 East Jackson Suite 1010, Chicago, IL 60604— *Web Technician* June 2017 - September 2018 Data gathering, data entry, office work, handling monetary and electronic transactions DePaul University - CPE Department, 14 East Jackson Suite 1010, Chicago, IL 60604— *Administrative Assistant* June 2017 - September 2018 Data gathering, data entry, office work, handling monetary and electronic transactions Jane Addams Senior Caucus, 1111 N Wells St #302, Chicago, IL 60610 — *Assistant* January 2017 - March 2017 Data gathering, data entry, office work, door knocking Best Buy, Sheffield Commons Shopping Center, 1000 W North Ave, Chicago, IL 60642 — *Sales Consultant*September 2016 - March 2017 Provide complete customer service, cash handling, provide expert advice The Black Sheep, DePaul Campus — *Executive Social Media Manager*April 2016 - October 2016 Grew and maintained a strong following on social media, collaborated with other writers to promote company EDUCATIONDePaul University, Chicago, IL — *I-O Psychology (BS) (Major), I-T (Minor)*July 2015 - May 2019Hinsdale Central High School, Hinsdale, IL — *General*August 2012 - May 2015 | SKILLS  * Works well under pressure * Fast learner   Team Player  Strong Work Ethic  Positive Attitude  Good Communication Skills  Quick on my feet  Able to work with little or no direction LANGUAGES English  Spanish REFERENCESCan be provided upon request |