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|  | Tina Nguyen |
|  | 1776 Atwood Drive, Madison, WI 53704 (608)555-0347 tnguyen@alcona.net |

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|  | Objectives  To obtain a position using my computer and communication skills  Education  Madison Area Technical College  June 2015  Business Computing Specialist certificate  Dean’s List, four semesters  President, Community Service Club  experience  Office Assistant (part-time) | The Robinson Company  September 2014 - Present  Data entry and report generation using company spreadsheet and databases  skills   * Proficiency using Word, Excel, and Access (completed advanced courses in Microsoft Office programs) * Excellent written and verbal communication (completed courses in Business Communications, PowerPoint, and Speech) |