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| Tina Nguyen |

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

# Objective

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 spreadsheets and databases

# Skills & Abilities

* Proficiency using Word, Excel, and Access (completed advanced courses in Microsoft Office programs)
* Excellent written and verbal communications (completed courses in Business Communications, PowerPoint, and Speech)