

## **Mary Bronze**

12345 Regular Rd.

Norwalk, CA 90650

562-868-0431

bronzeage@verizon.net

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### **OBJECTIVE:**

To obtain an entry-level clerical position.

### **EDUCATION:**

#### **Norwalk High School, Norwalk, CA**

September 2016 – Present

Expected Graduation: June 2020

#### **Related Courses:**

- **Computer Business Applications-** Course designed for students to increase keyboarding speed and accuracy and to become proficient using MS Office 2010. This is a projects based course allowing students to get real experience on the type of tasks an office position may require.
- **Spanish 1-** Fundamental understanding of Spanish. Ability to communicate with Spanish speakers using a basic terms.

### **SKILLS:**

- **Word:** Experience making a variety of documents including business letters, research papers, and flyers.
- **Excel:** Successfully made graphs and formulas for calculations on financial worksheets.
- **PowerPoint:** Ability to create dynamic, multimedia presentations
- Proven ability to efficiently use Windows
- Excellent internet researcher.

### **EXPERIENCE:**

#### **Child Care, Norwalk, CA**

Responsible for the daily care of younger siblings ranging in age from 7 years old to 11 years old. Supervised the completion of homework, household chores, and prepared after-school snacks.

#### **Household Cleaning, Norwalk, CA**

Responsible for the daily household tasks including laundry, dusting, vacuuming, sweeping, and dishes.

### **REFERENCES:**

Mrs. Rebecca Schuler, English Teacher    rschuler@nlmusd.org

562-210-3830

Mrs. Vanessa Iaquinta, Counselor    viaquinta@nlmusd.org

562-210-3830