**Mary Bronze**

12345 Regular Rd.

Norwalk, CA 90650

562-868-0431

bronzeage@verizon.net

**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