

Jose *****

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OBJECTIVE:

Seeking a part-time clerical position at Coalinga Unified School District

PROFILE:

An enthusiastic and hard working high school graduate who is eager to contribute to the community. Reliable, trustworthy, and meticulous. Able to work independently or as part of a team

EDUCATION:

Coalinga High School 2010-2014

- Graduated 3rd in Class of 295 Students
- GPA 3.87

SKILLS/TECHNOLOGIES:

Typing 33 WPM, Word, Excel, PowerPoint, Fireworks (Graphics), HTML, CSS, JavaScript, PHP, jQuery, and Bilingual (Spanish/English)

EXPERIENCE:

- Typed reports using Microsoft Excel.
- Entering payroll for a small business
- Experience in manual labor in agriculture

INTERESTS/ACTIVITIES:

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RELEVANT HIGH SCHOOL STUDIES:

Web Design 1, Web Design 2, Honors Humanities, Honors English, Lab Biology, Algebra 2, Spanish 1 & 2

AWARDS RECEIVED:

Principal's Honor Roll – 2010

Oscar's Award at Coalinga High – 2010

Student of the Month - 2011

References Available Upon Request