

RESUME

Contact

www.thefirstbookseller.com thefirstbookseller@gmail.com (407) 763 2704
4400 34th St, NE 4th Floor, NW 10007

Objective

Obtain an immediate or temporary position in the sales goods industry. My ideal job would allow me to put to use my skill and experience in one or both of these areas.

Qualifications

Thorough use of education and design principles. Will construct persuasive direct letters, and submit all forms necessary to secure either full, part time or seasonal positions. Ability to write in general, computerized reports. Strong ability to communicate and work collegially, from time to time, and contribute to collaborative environments.

Skills

Word	Microsoft Word
Excel	Microsoft Excel
PowerPoint	Microsoft PowerPoint
Visual Basic	Microsoft Visual Basic
Access	Microsoft Access
Outlook	Microsoft Outlook
Internet	Internet
Windows	Windows

Expertise

Business, Computer and Design Writing, Reading, 100 Level

Search

Robert S. Mueller Publishing Co the job - Full Time

Education

2014-2016 Department of Technology - Newark, NJ
4 Bookseller Office thefirstbookseller.com

2010-2011 Great Plains State University - Lincoln, NE

References

Rebecca Kovich	thejob@pubco.com	pubco@pubco.com
Tom White	thejob@pubco.com	pubco@pubco.com
Bob Brown	thejob@pubco.com	pubco@pubco.com

Work Experience

Nov 08-Aug 10 Suburban University - Northgate Campus - Newark, NJ

May 2007 - **Booker Robinson High-Care Trade** - Newark, NJ

December 2007 - **Michigan State and Trade** - Newark, NJ

December 2007 - **Booker Robinson University** - Newark, NJ

2006 - **Public Employment** - Newark, NJ

Interests

Self-Improvement, Business, Design, Books, Design/Trade, Political, Technology, Reading, Working Hours, Working/Job Issues