

# Georgia Brown

1234 5<sup>th</sup> St NW  
Anycity, AB 54321  
555-555-5555  
your\_email@email.com

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## QUALIFICATIONS

Experienced in filing, word processing, Excel, database management, Microsoft Money, PowerPoint, Records Management, Microsoft Outlook, Access, Word, and Internet Explorer. Loyal, dedicated, sensitive to others, excellent attendance, friendly, team-oriented, organized, motivated. Typing Speed: 43 wpm

## EDUCATION

**Great University**  
Rochester, NY  
May 2005  
*Administrative Assistance*

**College of the Morning**  
Georgia City, Georgia  
B.A. – December 1999  
*English Education*

## EXPERIENCE

**Customer Support**  
*Wal-Mart South, Billingstown, AB* *November 2001-Present*  

- Provided excellent customer service
- Successfully managed financial transactions during customer purchases
- Elected STAR Cashier for excellent service and attendance, February 2003

**Transportation Specialist**  
*PossAbilities of Southern Minnesota, Billingstown, AB* *February 2000-August 2002*  

- Coordinated work and leisure activities for persons with developmental disabilities
- Provided transportation for clients to/from home and for day activities
- Assisted in presenting a positive view of our clients and the organization
- Assisted in hiring employees

**Administrative Office Assistant**  
*Friendship Ventures, Eden Prairie, AB* *May-August of 1997-1999*  

- Worked to provide year-round vacation opportunities for persons with developmental disabilities
- Handled Administrative-Caregiver relations
- Responsible for maintaining client and employee records
- Completed routine office procedures