

Jane Doe
123 Main St.
Hometown, MI 48ZIP
(800) 555-1212

OBJECTIVE

To work where I can use my Desktop Publishing, Data Entry and Clerical Experience to benefit the Company.

WORK HISTORY

3-01-3-02

Efficient Engineering Co., Inc., Troy, MI

Position – Manual Coordinator, Data Entry Operator

- Created and Published Fluid Fill Manuals for Mid-Lux Car Division
- Created Databases, Entered Data from various tool drawings, Created Data Base Reports and Maintained the entire tool drawing file system
- Knowledge of – Microsoft Word, Access, and Excel. Paint Brush Programs and Scanners

9-99-9-00

Tesco Engineering, Auburn Hills, MI

Position – Estimating Coordinator

- Assisted Sales & Marketing in typing Quote Forms.
- Typed Quotes
- Entered Bill of Materials
- Entered Tool Change Orders
- Entered Request for Quote Forms
- Called Vendors for parts pricing
- Knowledge of - Microsoft Excel, Word, Access and Outlook.

3-95-8-99

Efficient Engineering Co., Inc., Troy, MI

Position – Manual Coordinator

- Created and Published Fluid Fill Manuals for Mid-Lux Car Division
- Knowledge of – Corel Ventura Publisher, Microsoft Word, Paint Brush Programs and Scanners

1-91-2-95

Erb Lumber Inc., Mt. Clemens, MI

Position - Data Entry Operator

- Entered Retail-Shipping Orders
- Invoiced Month End Shipping Orders
- Maintained the filing of Shipping Orders
- Knowledge of Data Entry Program

EDUCATION

Macomb Community College

- Completed Word Processing Course

Graduated from St. Anne High School

- Completed General Business Courses

REFERENCES

Available