

Qualifications Brief of Ineeda Job

2510 E. 8th Street
St. Paul, MN 55106
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A Record of Success

As a part-time volunteer at Bethesda Hospital in St. Paul, accomplished -

- Volunteer of the Month Award
- A perfect attendance record for the past two years
- A record of frequent compliments from patients who consistently praised my helpful and cheerful nature

Educational Accomplishments

General Business Studies
Harding Senior High School

- Received A's in beginning and advanced word processing
- Received A's in General Business I & II
- Received A's in beginning, intermediate and advanced Accounting courses

Extra-Curricular Accomplishments

Appointed head student office helper
Harding Senior High School

Awards

Student of the Month Award, Junior Year

Other Facts

- Keyboard at 70 words per minute
- Familiar with Microsoft Excel
- Familiar with Microsoft Word, Microsoft Works, AppleWorks and other word processing programs
- Worked in Windows and Mac Environments
- Completed a course in Medical/Legal Transcription

Interests and Hobbies

Member of the Harding Senior High School Change of Pace Singers
Has participated in team sports for more than 10 years

- Member of Harding Senior High School girls' varsity basketball team, three years
- Team captain, Senior year, varsity soccer
- Member of Harding Senior High School Girls' volleyball team, 1 year
- Girls' little league baseball, five years