



**STUDYDADDY**

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## **Juanita Manuel**

Route 5, Box 332 Charles, Ohio 44637  
(414) 555-0195 (414) 555-7268  
jmanuel@email.net

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### **Job Objective**

Part-time position as an administrative assistant

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### **Office Skills**

- Office procedures
- Interpersonal skills
- Customer service
- Business correspondence
- Records management

### **Computer Skills**

- Microsoft Office Professional 2016
- QuickBooks Pro 2016
- Microsoft Publisher 2016
- FileMaker Pro14

### **Office Experience**

MANUEL'S FLOWERS, July 2012-Present

Part-Time Assistant in family-owned business: Answer phone, process orders, assist customers, order supplies, encode data using QuickBooks

BETA CLUB, October 2014-2016

Treasurer: Maintained account ledger, created annual budget, balanced budget, wrote checks

JUNIOR MAGAZINE SALES, January 2014-March 2015

Co-chair: Directed sales staff, planned advertising campaign, sold magazines

### **Education**

Wanoca High School, Charles, Ohio. Anticipated date of graduation, June 2017

Office Technology Curriculum

Courses in Accounting, Office Management, Computer Technologies, Microsoft Office Professional 2016, and Business Writing

### **Activities**

Future Business Leaders of America, Vice-President, August 2015—June 2016

Soccer, Track, Softball, August 2014—2017

Volunteer Reader for the Blind, August 2006—2010

### **Honors and Achievements**

Winner Advertising Competition, FBLA, 2015

Runner Up Wanoca Spelling Bee, 2013



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