

BEN C

OBJECTIVE Seeking a clerical position in a company that matches my strong work ethic, attention to detail, and positive attitude.

SKILLS

- Type 22-24 words per minute with 100% accuracy, 10-key 100% accuracy
- Data entry
- Maintain and update filing and mailing, either manually or using a computer
- Name files electronically
- Compile, copy, sort, and file records
- Prepare test packets
- Open, sort, and route incoming mail, and prepare outgoing mail
- Operate copy/scanning machines

EXPERIENCE

SPENCER SUMMER & COMPANY/OFFICE ASSISTANT
July 7, 2014- December 22, 2014

KANSAS GEOLOGICAL SURVEY/DATA LIBRARY ASSISTANT
February 24, 2014 –May 23, 2014(Internship)

ACHIEVEMENT AND ASSESSMENT INSTITUTE/TESTLET PREP TECHNICIAN
November 25, 2013-February 14, 2014 (Internship)

HIGUCHI BIOSCIENCES CENTER/OFFICE ASSISTANT
September 2, 2013-November 15, 2013 (Internship)

ESDC (EDUCATIONAL SUPPORT DISTRICT CENTER)/MAIL DELIVERY
March 25, 2013-May 16, 2013

AUDIO READER/DATA ENTRY
January 12, 2011-May 13, 2013

COMMUNITY CONNECTIONS CENTER/OFFICE ASSISTANT
January 12, 2011-May 13, 2013

EDUCATION

PROJECT SEARCH VOCATIONAL TRAINING PROGRAM
Internship program at the University of Kansas

USD #497 COMMUNITY TRANSITION PROGRAM
Program designed to address employability skills

LAWRENCE FREE STATE HIGH SCHOOL
High School Diploma
