

MARGE B

OBJECTIVE

To obtain a position in which I can utilize my skills to make a positive contribution to an organization that offers encouragement and opportunities for growth.

SKILLS

- Bi-lingual in Spanish and Latin (fluent)
- Strong communication skills
- Customer service-oriented
- Organizational skills
- Ability to operate various office equipment
- Typing speed: 41 wpm

WORK HISTORY

- Maximus Federal – 11/25/2019 – 7/1/2021
2201 Noria Rd.
Lawrence, KS 66046
(785)838-2121
- Target – 12/3/2005-3/17/2007
8315 N. Rockwell Ave.
Oklahoma City, OK 73132
(405) 506-6086
- YMCA – 2005 – 2007
3400 N. Mueller Ave.
Bethany, OK 73008
(405) 789-0231

CONTACT

EDUCATION

NORTHERN OKLAHOMA COLLEGE

Associates of Art

1991

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

Bachelors of Art (incomplete)