

SANDRA SMITH

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OBJECTIVE

Seeking a position using my internet skills to design and maintain web pages.

SKILLS & ABILITIES

Internet /Web Design

- Basic HTML
- JavaScript
- Dreamweaver/
Studio 8
- A+Networking

IP Skills

- Microsoft Office
includes: Word,
Excel, PPT
- Keyboard 75 wpm
- Access

Interpersonal Skills

- Effective
communication
skills
- Enjoy working
with and learning
from others
- Trained six new
baggers at work

EDUCATION

Viewmont High School
Bountiful, UT 84010
GPA 3.79

Anticipated Graduation: June 2007

Relevant Courses include:

- Internet for Business 1 & 2
- Certified Network Administration
- Information Processing
- Work Processing

WORK EXPERIENCE

Sales Associate

May 2006 to present

Macy's Department Store

- Assist customers with selections and special orders
- Clean and organize stock shelves
- Create displays and sale tables

Bagger

June 2006 –April 2006

Neighborhood Grocer

- Bagged groceries appropriately to protect purchases
- Retrieved carts quickly and regularly
- Price checked items for customers

REFERENCES

Available upon request