

Emily Brown
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OBJECTIVE: To obtain a clerk position in which I may put to use my organizational skills.

RECENT WORK EXPERIENCE:

Three months experience as Assistant Systems Clerk at the Tannen Blood Center, contributing to a money-saving records reorganization praised by the health care industry. Frequently recognized for excellent organizational and problem-solving skills.

OTHER WORK EXPERIENCE AND ACCOMPLISHMENTS:

Troubleshooting and problem-solving skills:

Investigated and resolved visitors' computer problems as the Hilldale Public Library.
Winner of the DMC Programming Contest, 2004.

Excellent organizational skills:

Awarded "Volunteer of the Year" by the Hilldale Public Library in 2004 for noted organizational skills.
Helped reorganize records system, saving the Tannen Blood Center \$15,000 per year.
Organized various events for the Hilldale High School Math Club.

Strong computer skills:

Earned "A" or "A+" in all computer classes.
Built personal computer from scratch.

VOLUNTEER HISTORY:

Hilldale Public Library - Summer 2004, Summer 2005 Hilldale, CA, Computer Assistant
American Red Cross - Spring 2004, Florida Relief Volunteer
Tannen Blood Center - Summer 2003 Hilldale, CA, Assistant Systems Clerk

SCHOOL ORGANIZATIONS:

Hilldale High School Math Club - 2003-2005, Vice President - 2005
National Honor Society - 2003-2005
Clayton Middle School Library - 2000-2002, Student Librarian

EDUCATION:

Hilldale High School, Graduated 2007
Clayton Middle School, 1999-2002