Volunteer Work Resume

Seattle, WA
Telephone (206) 581-1234
E-Mail volunteer@comcast.net

OBJECTIVE

Seeking a volunteer position working in an office

SUMMARY OF QUALIFICATIONS

- 10 years' experience in cash handling and customer service
- Extensive office experience, including basic computer proficiency
- Experience in accurate data entry, keyboarding and 10-key by touch

WORK EXPERIENCE

Volunteer, Admissions Office, North Seattle Community College **1/07—3/07**

- Assisted in support of Admissions Office operations, including putting together informational packets and related information for students.
- Copied and posted informational fliers on campus bulletin boards.
- Performed data entry into computer database.
- Mailed out correspondence to market the college to community organizations, such as churches, schools, and social service agencies.

Branch Manager, Exetrix, Inc., San Jose, CA **4/96—7 /05**

- Oversaw operation of branch, including providing direct customer assistance.
- Managed all cash deposits and wire transfers of funds.
- Monitored and recorded daily balance.
- Met or exceeded all monthly sales goals.

EDUCATION

Completing English and Computer courses **9/07—Present**
North Seattle Community College

Enrolled in English and Computer courses **1/06—6/07**
South Seattle Community College