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# Michelle P. Anderson

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E-mail: mander25@home.com  
7724 N.E. Crescent Street  
Portland, OR 97298  
(503) 555-2967

## Objective: Office Assistant, Receptionist

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### Qualifications

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- Greeted club members and handled inquiries, reservations and equipment sign-outs
- Created flyers and handouts using Word and PowerPoint
- Entered 1200 names and contact information into an Access database
- Answered multi-line phone, directed calls and took messages
- Maintained and updated files
- Processed and distributed mail and information
- Photocopied and prepared packets for 20 teachers
- Inventoried and ordered office supplies
- **Computer Skills:** Excel, Access, PowerPoint, Word

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### Experience

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**Office Assistant** – Beaverton High School, Beaverton, OR (20XX – 20XX)

**Sales Associate** - Penneys, Portland, OR (Christmas seasons 20XX – 20XX)

**Gym Locker Attendant** – West Hills Racquet & Fitness Club, Portland, OR (Summers part-time 20XX – 20XX)

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### Education

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**Associate of Arts, Oregon Transfer Degree** – Portland Community College  
Expected graduation 20XX

**References Available on Request**