

Emily Brown
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Assistant Clerk

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

EXPERIENCE AND ACCOMPLISHMENTS

Troubleshooting and problem-solving skills

- * Investigated and resolved visitors' computer problems at 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 reorganized 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

EDUCATION

Hilldale High School
2003 - 2005
Graduation Date: 2007