

HANNAH ROSEBURG
1122 S. Main Street
Stockton, CA 95210
(209) 997-2654

Objective: Seeking a position, where I can offer positive contributions utilizing my experience, excellent attitude, and ability to the benefit of my employer and myself.

Work History:

Child Care Provider Sunshine Almazan
Stockton, CA

Clerical Support

- Filing
- Excel
- Proficient on all office machines
- Microsoft word
- Accounting
- Answering telephones
- Publisher
- Customer service
- Power Point
- Time Management

Education:

IBML
Institute of Business, Management & Law
Pending Graduation 2007
Business Skills & College Prep Courses
Stockton, CA

Community/School Activities

- Soccer
- Year Book Committee
- Theater

References Provided Upon Request