

**MANDY BURNES**  
**132 S. San Joaquin Street**  
**Stockton, CA 95205**  
**Home: (209) 466-2290**  
**Cell: (209) 877-2278**

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

### **Experience**

Vasquez Family  
Stockton, CA

2002 - Present

Organized play time, prepared meals, supervised children's activities and maintained a safe environment for the children.

### **SUMMARY OF QUALIFICATIONS:**

- Organizational Skills
- Filing/Data Entry
- Computer Literate
- Microsoft Word
- Excel
- Power Point
- Multi-line Telephone System
- Office Equipment Skills
- Cashier
- 10 Key by touch
- Team Player
- Customer Service
- Follows Directions
- Flexible

### **Education:**

High School Diploma Pending 06/2006  
Model Alternative High School  
Stockton, CA

### **Community Service**

Red Cross Ribbon Week  
Model Alternative Job Fair

**References Provided Upon Request**