

# Rachel Resume

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## Objective Statement

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To obtain a position where my diverse business and technical skills contribute to the growth of the organization

## Summary of Qualifications

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- Congenial and enthusiastic contributor and supporter of team goals
- Knowledge of office practices and procedures
- Strong attention to detail, great math skills and enjoys working with numbers
- Excellent analytical, organizational and communication skills
- Proven ability to prioritize and handle multiple tasks in a challenging environment

## Education and Training

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**LaGuardia Community College, CUNY**, Long Island City, NY

Associate of Arts, Accounting, 2009

GPA 3.8/4.0

**Morningside Institute**, New York, NY

Bookkeeping Certificate, 2008

## Computer Skills

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- Windows Vista, Windows XP, Mac
- Access, PowerPoint, Word, Quickbooks, FAS, Hyperion, Quicken, OptimalResume
- Basic computer hardware assembly and component/device replacement
- Learns new software applications quickly

## Other Skills

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Conversant in Spanish and understands Portuguese

Types 45 WPM and excellent 10 key calculator skills

Commercial driver's license

## Employment Experience

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**Office Depot** New York, NY

12/2009 - Present

*Service Representative*

- Worked 10-15 hrs/wk while in college, and maintained a 3.8 G.P.A
- Assisted customers with product selection and payment. Became a key resource for screening new hires
- Provided translation assistance for Spanish-speaking customers, leading to an increase of business of over \$2K per month

**The Sun News** New York, NY

Summer 2007

*Newspaper Delivery Person*

- Assembled and delivered newspapers to a community of 430 people. Never missed a delivery day
- Increased subscriptions by 30 as a result of a direct mailing
- Proactively checked accounts payable and performed collections