Mike Banta

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OBJECTIVE

Seeking a receptionist position for a reliable person who has a strong work ethic

QUALIFICATIONS

- Windows, Word (Advanced), Outlook
- Keying at 45 words per minute
- Ten-key at 245 strokes per minute
- Excel and Access data entry
- Formatting business correspondence
- Filing: alphabetic, numeric, geographic
- Operating high-speed collating copy machine
- Multiline telephones

EDUCATION

State University, Fresno, CA
Office Occupations, Certificate, August 2003

McCaine Adult Education Center, Clovis, CA
MS Word: Levels I & II, June 2002

WORK EXPERIENCE

Fruitland West, Fresno, CA — Summer 2002
Cherry Sorter
Received a raise the second day for being one of the three fastest workers. Always arrived on time; promoted to Head Sorter.

Trail Mushroom, Clovis, CA — 1997 to 2001
Crew Leader
Promoted to Crew Leader in 1998. Calculated weekly time cards and posted daily attendance records for 16 to 20 people. Left when company closed.

Picker
Picked and sorted mushrooms 35 percent faster than the company average.

Scannable Resume

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