

**Jane Doe**

123 Smith Lane, Smithville, SC 26579

123-456-7891 (tel)

janedoe@email.net

**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

**National Honor Society — 2003 - 2005****Clayton Middle School Library — 2000 - 2002**

Student Librarian

**EDUCATION****Hilldale High School**

2003 - 2005

Graduation Date: 2007