

## Andrea Beth Christie

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1223 S 341<sup>st</sup> St, Federal Way, WA 98003  
800-824-1234

- Job Objective:** A ten-week cooperative work experience as general accounting Clerk beginning ASAP.
- Education:** Highline Community College  
Des Moines, WA  
*Major:* Applied Accounting Technology  
*Degree:* Associate of Arts in Applied Science (expected Fall 2007)
- Technical Skills:** *Basic knowledge of:* concepts in word processing, data base and Records management, payroll, spreadsheet, electronic mail and Internet access.
- Procedures for:* typing business correspondence, reports and Tables, keyboarding at 55 wpm, filing, electronic calculating, Preparing/entering/proving/verifying data, communicating and Gathering information by e-mail and via the Internet.
- Use of:* Corel WordPerfect for Windows 98, Microsoft Office: Word, Excel, Access; e-mail and Netscape Navigator.
- Work Experience:**
- 7/03 - 10/03 McDonald's  
Federal Way, WA  
*Crew Member:* grill, fries, food preparation, and clean dining area.
- 5/02 - 6/03 Seattle Boys and Girls Club  
*Technician:* print letterheads, clerical duties, receptionist
- 7/00 - 4/02 Horizon Elementary School  
*Custodian:* clean cafeteria and classrooms, replace light bulbs and Ceiling tiles, and paint walls.
- Activities/Accomplishments:**
- |                                      |  |
|--------------------------------------|--|
| Class valedictorian                  | High School Sophomore Class President      |
| NTID Merit Scholarship, 2003         | High School Junior Class Vice-President    |
| Seattle, WA Women's Club Scholarship | High School Varsity Volleyball 2000 - 2003 |
| Student of the Month, June 2002      | Little League Baseball, 1995 - 1997        |
- Employment:**
- Supervisor: David Smith, (206) 246-4992