

Clifford Jenkinson

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Objective

A full time position in an organization using my skills in software applications, desktop publishing, training, safety, and inventory control.

Education

I will graduate from Ivy Tech State College in May, 2006. My Associate of Applied Science Degree is in Office Administration and a Specialty in Software Applications.

Computer Experience

I am Mos certified in Word and Excel. I also have knowledge in PowerPoint, Publisher, and a little Dreamweaver.

Employment History

Meijer Lafayette, Indiana (May 2005-Current) Stocker. I put away new inventory for the store. I make the store look nice by cleaning up. I help customers in whatever section they need. I also have trained new employees in how to do the jobs listed above.

A & D Building Lafayette, Indiana (August 2000-August 2003) Roofer. I helped remove the old shingles from the roofs. I manually carried the new shingles up to the roof and help install them. I also cleaned up the work site at the end of the day.

Deaton's Rentals Lafayette, Indiana (May 1996- August 2000) Lawn Care Worker. I would mow the lawns of clients. I would also get rid of unwanted pests and trim the foliage.

Community Service

I have volunteered at Tippecanoe Food Finders Food Bank in February 2006. I also have volunteered at Tippecanoe Humane Society in November 2005.