**SUMMARY**

Educated, enthusiastic and eager to continue learning. Experience started in the insurance business. Moved to accounting, in the manufacturing industry.

**CORE COMPETENCIES**

Leadership, Professionalism.

**PROFESSIONAL EXPERIENCE**

# Asst. Messenger

## ABC Corporation ­ February 1985 – December 1985

**Key Deliverables:**

* Sorted and delivered mail to various work areas.
* Pulled, delivered, and refiled insurance files as needed.
* Resulted from requests for help also spent some time as an office assistant in the carpet design business.
* Administered assistant for the Plattsmouth Conservancy.
* Spent time on regular administrative duties as well as planning events, from the initial advertisement of the event through sending.
* Gained experience in research and report writing.
* Researched ancestors who were important to our towns history.

# Messenger

## Blisset Delivery Service ­ 1984 – 1985

**Key Deliverables:**

* Messenger Assuring that all packages were handled with proper care.
* Delivering packages to various locations around New York City.
* Delivering packages in a timely fashion.
* Keeping a logged manifest of package pick­up/delivery times, as well as signatures for each package.
* Delivering packages for private and commercial clients..
* This is Dummy Description data, Replace with job description relevant to your current role.
* This is Dummy Description data, Replace with job description relevant to your current role.

**EDUCATION**

Bachelor in Health Care Management ­ (Bellevue University ­ Bellevue, NE)