

HEATHER PARKER
5723 South Taylor Lane
Salt Lake City, UT 84121
(801) 277-5555
hpark@yahoo.com

OBJECTIVE

To gain employment where I can use my computer skills and work with people.

EDUCATION

2005 - Graduated from Woodrow Wilson High School, Salt Lake City, Utah

Courses Included:

- Computer Technology
- Word Processing
- Business Communications
- Accounting
- AP and Honors Courses

GPA: 3.75

EXPERIENCE

2005 — Present

Office Worker, Reliable Insurance Company, Salt Lake City, Utah

Duties include: entering data in the computer system, answering the telephone, assisting customers, and handling payments.

HONORS AND ACTIVITIES

- Honor Roll Student
- President of Wilson Chapter of the FBLA
- Captain of the Wilson Debate Team
- State Certification in Computer Technology

REFERENCES

A complete set of references is available upon request.