Logan Barnett

# 112 Waverly Way

#  Clarksburg, WV 26301

# •304-629-9130

# •tookie\_ab@msn.com

# Objective

# To attain a full time position, using my skills and experience from the U.S. Military.

# Education

2012-2016

Robert C. Byrd High School Clarksburg, WV

## General Diploma

* CTE Completer in Information Management

## Coursework: Business Computer Applications I, Web Page Design, Desktop Publishing, and Digital Imaging/Multimedia

## Academic Awards/Achievements: Honor Roll Student

# Experience

2014-Present

Little Caesars

Clarksburg, WV

## Crew Member

* Responsible for making dough and other items essential for the operation of the store.
* Maintaining a clean working area, unloading trucks for stock, and the operation of mechanical equipment.
* Used good customer service over the phone and taking their order quickly and efficiently.

# Computer Skills

* Trained in Microsoft Office to create documents such as letters, reports, spreadsheets, databases, and computerized presentations.
* Can use multimedia software used to create and edit video/sound files for use in multimedia presentations such as prezis, iMovie, web pages, as well as creating text and graphic animations.
* Familiar with areas of business management functions, customer service techniques, payroll applications, credit, insurance, the economic business cycle, and international business.
* Effectively use popular software to create documents used by a business such as flyers, business cards, advertisements, logos, digital magazines, and mail merges.

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# Involvement/Activities

* RCB Track Team Member
* Stringed Orchestra Member

*References are available on request.*

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**References**

Mr. Stan Gru, Supervisor

111 Heave Street

Clarksburg, WV 26301

304-641-7782

Dr. Geraldine Beckett, Teacher

162 Crummitt Lane

Clarksburg, WV 26301

304-326-7200

Mrs. Charlene Davis, Neighbor

404 Washington Ave

Clarksburg, WV 26301

304-476-8192