

8274 Yorkton Way
Sacramento, CA
95829

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Kyle Ducay

Summary As an employee, I can provide top quality services based on whatever tasks are delegated to me. I have advanced knowledge with computers, and more so with visual and media editing. I have proficient typing skills averaging at 80 words per minute. I am a hard worker and great teammate, one that will get the job done. I have good social skills, and am able to deal with a customer, and will be able to solve whatever issue or matter is at hand.

Experience 6/2014 - 4/2015 Mercy McMahon Terrace Sacramento, CA
Food Service Worker
Prepared food, attended to requests, and served food to residents of Mercy McMahon Terrace Assisted Living Home.

8/2013 - 5/2014 Community Service Elk Grove, CA
Teacher Aide
-Filed paperwork
-Graded assignments
-Data Entry
-Cleaned Desks

8/2011 - 9/2011 Elk Grove Clothes Closet Elk Grove, CA
Volunteer
-Received, sorted, and stored donated clothes

Education 8/2011 - 5/2015 Pleasant Grove High School Elk Grove, California
High School

Activities & Affiliations 11/2013 - 5/2015 Eagle Eye Studios Pleasant Grove High School
-Creates, films, produces, and distributes communication in the form of digital media
-Editing video and sound
-Working in a collective group

8/2011 - 5/2015 Digital Media Academy Pleasant Grove High School

Skills Computers and Technology
-Proficient in operating systems, not limited to: Microsoft Windows 95, 98, 2000, XP, Vista, 7, and 8.
-Knowledge in troubleshooting PC hardware and software
-Social Networking
-Type an average of 80 Words per Minute

Hospitality and Manners

I always have great manners and addresses people by either Ms. or Mr. unless otherwise instructed.

Awards/Honors	5/2013	Top Performer in Video Production	John Pellman
	Awarded for outstanding performance in my Video Production class for showing exemplary creativity and people skills.		
References	<p>Eugene Vaden Mercy McMahon Terrace Supervisor (916) 333-8053 evaden@hotmail.com</p> <p>Jacqui Tavarez Mercy McMahon Terrace Food Services Director (916) 479-2552</p> <p>Joe Dunham Mercy McMahon Terrace Executive Director (916) 733-6599 josef.dunham@dignityhealth.org</p> <p>Jon Riese Signature Law Group Property Lawyer (916) 366-7305 jriese@signaturelawgroup.com</p>		