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95829

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

Eugene Vaden
Mercy McMahon Terrace
Supervisor
(916) 333-8053
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Jacqui Tavaréz
Mercy McMahon Terrace
Food Services Director
(916) 479-2552

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