

TAMARA SUE SUTTERBY

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Bethlehem, PA 18017
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Objective: A receptionist or clerical specialist position

Summary: Competent in Microsoft Office. Accurate, responsible clerical abilities. Customer Service. Receptionist, phone, and filing skills.

Education:

Freedom High School, Bethlehem, PA

Graduation date: June 2008

Courses taken:

- Keyboarding Skill Building (65 wpm)
- Microsoft Office, Word, Excel, Access, PowerPoint, Outlook
- Business Machines
- Office Systems
- Business Communications

Experience:

Clerk - Martec, Inc., Bethlehem, PA; March - June 2007

- Worked with office staff as part of cooperative work experience program for class credit.
- Enhanced office and business skills through experience.
- Filed, typed, answered telephones, faxed, copied and serving as Front Desk Receptionist.

Cashier - Wendy's Restaurant, Bethlehem, PA; June – August 2006

- Worked front line cashier station and drive-through windows.
- Greeted customers.
- Collected prepared food according to orders.
- Handled money, balanced cash drawer.

Activities:

Ski Club, Field Hockey, School Photographer.