

COURTNEY L. WARNER

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Apartment 231
Monroe, Louisiana 71201
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OBJECTIVE:

Seeking an entry-level position at a growing firm.

QUALIFICATIONS:

Experienced in office work, dependable and honest. Exceptional computer information background. Able to perform basic company duties effectively and efficiently. Able to adapt to many situations. Developed strategic relationship and partnership building skills. Dedicated candidate who is an attentive listener and hard worker. Good quality educational background.

EDUCATION:

2002-Present Pursuing a **Bachelor of Business Administration** degree in General Business with two concentrations: Insurance and Computer Information Systems, University of Louisiana at Monroe, Monroe, LA, expected May 2007

Major GPA: 3.0

Related Courses: Insurance, Business Communication, Finance, Computer Information Systems, General Business Courses

EMPLOYMENT:

- 08/04-12/05 **Student Worker**, ULM Chemistry Department, Monroe, LA
Assisted all chemistry professors by grading tests, filing student folders as needed, making copies and proofreading exams. Also assisted the dean, secretary, and students.
- 12/02-12/03 **Student Worker**, ULM Graduate Studies and Research, Monroe, LA
Assisted all secretaries within the office by doing paperwork and making copies. Also ran errands, answered the phone, filed numerous folders, and shredded all unwanted paper.

ADDITIONAL SKILLS:

Computer skills: Microsoft Windows XP;
Microsoft Office: Word, Excel, PowerPoint.

ORGANIZATIONS:

Member, University of Louisiana at Monroe Insurance Society, August 2006-Present

REFERENCES:

Available upon request.

