Evelyn K. Bates

9456 Pinewood Trail Drive • Houston, TX 77548 • evelyn@email.com • (713) 555-8720

SUMMARY

Experience in applying office skills, including working with data input, computer programming, word processing and spreadsheets.

EDUCATION

Baylor University, Waco, Texas — *9/2006 to Present*
Major: English; Minor: Business

Buckner High School, Tuna, TX 77338 — 9/2002 to 5/2006
Graduated Advanced with Honors | GPA: 4.0. Distinguished Honor Roll;
Who's Who of American High School Students

EXPERIENCE

Baylor University – *Secondary Education Secretary* — *12/2007 to 5/2009*
Dr. J. Susan Baird, 149-F MCKB, BU, Waco, TX, (254) 710-3177

Research assistant; Prepared articles by Dr. Baird for publication; prepared, administered, compiled surveys of Texas science teachers' gender-bias; office support.

Celestial Horizons Marketing Company – *Clerk* — *5/2008 to 8/2008*
256 North Belt East, Houston, TX 77060, (713) 931-0229

Receptionist; telemarketing support; data entry; word processing, spreadsheets (Lotus 1-2-3); daily program updating; wrote checks; handled mail.

Expeditors International, Inc. – *Receptionist* — *6/2007 to 8/2007*
16302 Aldine Westfield, Houston, TX 77205, (713) 821-2929

Reviewed, assembled and mailed billings to customers; data input; issued checks; general office tasks.

Tuna-Mart Discount City – *Full-time Cashier* — *5/2006 to 8/2006*
703 FM 332 East, Tuna, TX 75412, (409) 652-8412

SKILLS

Typing (60 wpm); 10-key by touch; microcomputer – word processing, spreadsheets (Lotus 1-2-3); machine transcription/dictation; TIE multi-line phone system

Business Information Processing; Typing; Data Processing, Programming; Speech

ORGANIZATIONS

Baylor University – *Honors Student Council (Forums and Awards Committees; Symposia Chairman); Flute Choir; French Club.*

Buckner High School – *National Honor Society (Secretary), French Club (President), Business Professionals of America (President), Band (Section Leader, Soloist, Twirler).*

Coweta Baptist Church – Youth board member 6 years, camp counselor.

RECOGNITIONS

2nd Place Greater Tuna Region Winner – Ten Pillars of Economic Wisdom speech contest plus $925 scholarship

$1,000 Scholarship – BHS Band Boosters

Scholarships Finalist – Jostens Foundation National Leadership; Fisk Mall

1st Place Region, 8th Place State – Keyboarding Competition

Outstanding French Student; 1st Place French Recitation at SFASU Contest

Greater Tuna Chamber of Commerce Literary Contest, First Place Winner2005 — Essay Title: "The Other Side of Bigotry"