

Emily Brown

1640 Riverside Drive, Hilldale, CA 93505

760-555-1210 (tel), 760-555-1955 (fax)

ebrown@hilldaleinternet.net

Assistant Clerk

Contributed to a widely-praised and money-saving records reorganization during a three-month period as Assistant Systems Clerk at the Tannen Blood Center. Frequently recognized for excellent organizational and problem-solving skills (such as streamlining folder organization and naming conventions).

EXPERIENCE AND ACCOMPLISHMENTS**Troubleshooting and problem-solving skills**

- Investigated and resolved visitors' computer problems at the Hilldale Public Library.
- Winner of the DMC Programming Contest, 2012.

Excellent organizational skills

- Awarded "Volunteer of the Year" by the Hilldale Public Library in 2012 for noted organizational skills.
- Helped reorganized records system, saving the Tannen Blood Center \$15,000 per year.
- Organized various events for the Hilldale High School Math Club.

Strong computer skills

- Earned "A" or "A+" in all computer classes.
- Built personal computer from scratch.

VOLUNTEER HISTORY**Hilldale Public Library — Summer 2011, Summer 2012**

Hilldale, CA

Computer assistant

American Red Cross — Spring 2012

Miami, Florida

Relief volunteer

Tannen Blood Center — Summer 2011

Hilldale, CA

Assistant Systems Clerk

SCHOOL ORGANIZATIONS**Hilldale High School Math Club — 2010 - 2012**

Vice President — 2012

National Honor Society — 2010 - 2012**Clayton Middle School Library — 2009 - 2010**

Student Librarian

EDUCATION**Hilldale High School**

2010 - 2012

Graduation Date: 2014

Clayton Middle School

2007 - 2010