

DEVON BARNEY

P.O. Box 2038
Auburn, WA 98071

(253) 833-3245

SUMMARY

Hard working and great team player. Detail oriented, ready to learn new tasks.

GENERAL SKILLS

Team Player
Project Oriented

Dedicated
Fast Learner

Independent
Professional

COMPUTER SKILLS

Windows
Openoffice.org

Word
Powerpoint

Excel
Frontpage

EXPERIENCE

AUBURN REGIONAL JUSTICE CENTER, Auburn, WA

2005

Administrative Help Volunteer

- Stuffed and stamped citation envelopes
- Staple projects
- Alpha-numeric filing

CITY OF FEDERAL WAY, Federal Way, WA

2005

Data Entry Volunteer

- Microsoft Excel Spreadsheet
- Data Entry and organization of research material
- Problem solving skills to determine material definitions

EDUCATION

Graduated Auburn High School, Auburn, Washington

ACCOMPLISHMENTS

HIGHLINE COMMUNITY COLLEGE

Attended several computer and internet classes