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EMPLOYMENT OBJECTIVE

I am seeking a job as an office assistant that expands my work experiences and training, while utilizing my computer and office skills.

RELEVANT SKILLS AND EXPERIENCE

- Microsoft Word
- Microsoft Windows
- Microsoft Excel
- Office Supply Inventory
- Typing, Data Entry
- Filing
- Faxing
- Photo Copying
- Collating
- Mail Processing and Delivery

EMPLOYMENT HISTORY

King County: Community and Human Services

Renton, WA

Customer Service Specialist 1

2002 – 2006

Duties:

- Data entry
- Ordering and stocking office supplies
- Sorting and delivering internal department mail
- Maintaining office machines; fax, copiers, printers

King County: Department of Developmental and Environmental Services

Renton, WA

Administrative Office Assistant

1998 – 2002

Duties:

- Collecting, sorting and delivering internal department mail
- Compiling, collating, duplicating and distributing information
- Maintaining adequate stocks of office supplies

EDUCATION

Charles A. Lindburg High School

1996