

Antonio Bogan

Experienced Data Entry Clerk / Administrative Assistant

W: <http://www.worky.com/antonio-bogan>

Antonio Bogan's Professional Experience

2009 - 2011 **Safer Foundation - Computer Lab Assistant**

Taught computer-illiterate student how to operate a computer
Help jobseekers write cover letter and resumes
Data entry
Managed lab in absence of supervisor
Provided individual with information to write business plans
Accounts payable / receivable
Mail handling
customer service
Microsoft office
Typing speed: 55-65 wpm accurately

Antonio Bogan's Education and Qualifications

2010 **Certificate - Basic Welding**

Illinois Valley Community College

MIG Welding
TIG Welding
Stick Welding
Oxyactelene torch cutting
metal identification

2006 **Certificate - Business Management, Political Science Courses**

Carl Sandburg Community College, Danville Area Community College

Small business management
Marketing tactics
Business communication
Double-enty accounting
Keyboarding
Microsoft Office 2004 and up
