

Sample Personal Data Sheet

Sally Quick Forth
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Educational Experience

September, 1998 to May, 2001
A.A. - Computer Science (60 hours, 3.0 GPA)
Austin Community College
Highland Mall Campus
5809 Foxtrot Drive
Austin, TX 78760

September, 1994 to May, 1998
Anderson High School
1500 Anderson Mill Road
Austin, TX 78759
(college prep; work-related courses: introduction to computers, introduction to wordprocessing)

Work History

Job Title: Lab Technician (work study program; temporary job)
Part-time work (10 hours/week)
Employer: Austin Community College, Austin, TX
Job Duties: Managed campus computer lab, assisted students with lab work, monitored equipment to insure that students were not misusing items, answered operational questions.
Salary: \$5.50/hour (start); \$6.25/hour (end)
Supervisor: Dr. Martin Wise (512.345.0909)
Dates of employment: 9/99-5/01
Reason for leaving: graduated and completed work-study program

Special Skills

Computer literate (IBM compatible equipment; Microsoft Word, Excel, Access; Internet research skills)
Office equipment (copying machines, fax machines, telephone answering machines and voice mail systems, etc.)
Spanish - proficient speaker, excellent writing skills
Other Related Experience
Volunteer work in local community as a parks guide and museum docent
Peer tutor to students in high school (math, computer science)

References:

Dr. Martin Wise, Chair, Computer Science Department
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