

JOYCE K. LEE

10234 Wood Sorrell Lane, Burke, VA 22015
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- OBJECTIVE** To gain experience in retail sales as a foundation for a retail management position.
- EDUCATION** Central High School, Burke, Virginia
Graduated: May 2003
- EXPERIENCE** *Computer Systems Technician, Kramer & Kramer, Inc.*
Harrisburg, Virginia
June 2004-Present
Duties include reviewing, installing, and updating software programs used for processing legal documents.
- Salesclerk, Blanchard's Department Store*
Richmond, Virginia
May 2002-May 2004 (part-time)
Duties included selling sporting goods and operating Panasonic cash register. Assisted sales manager in completing monthly sales reports.
- ACTIVITIES** Volunteer for Habitat for Humanity, 2000-Present
Member, Computer Technicians Association, 2000-Present
Senior Class President, 2002-2003
Member, Intramural Soccer Team, 2001-2003
Member, Beta Club, 2001-2003
- REFERENCES** References available upon request.